

6. Report meters found that are not in computer system or discrepancies in status of accounts.
7. Report unusual consumption, unauthorized usage or cut seals to the Utility Billing Clerk.
8. Recommend, establish and assist in implementing programs, policies and procedures to improve efficiency, effectiveness and productivity.
9. Responsible for janitorial services of all City Buildings. Community Center to be checked before and after each rental. City Hall and Police Department are to have all trash emptied and floors swept and mopped weekly. All other City Buildings should be checked weekly.
10. Performs building maintenance duties such as painting, changing light bulbs, and makes minor repairs of buildings such as plumbing.
11. Cleans park grounds area, playground area, and other City owned properties by picking up trash, broken glass bottles, and any other types of debris, and dumping into appropriate receptacle; water park grounds as required; sweeps sidewalks, cleans rest rooms, pavilions, etc. to maintain clean and safe environment for visitors.
12. Responsible for mowing and weed-eating of all City property.
13. Operates various types of hand tools and power tools in the maintenance of parks and buildings; mows lawn with riding lawnmower, push mower, or tractor, operates weed eater for extended periods of time, uses shovels, picks, clippers, hand pruner, chain saw, wrenches, etc. to perform duties such as edging, trimming trees and shrubs, planting trees, shrubs, and flowers, repair and maintenance of equipment and playground equipment, installing playground equipment, etc. in a safe manner.
14. Distributes fertilizer, uses herbicides and insecticides to treat lawns, shrubs, trees and right-of-way areas in a safe manner.
15. Maintain and repair drip irrigation and sprinkler systems located in park, library, and other city owned properties in an accurate and timely manner.
16. Identifies repair needs and communicates to the supervisor needed maintenance and replacement parts.
17. Participate in weekly Public Works On-Call Rotation.
18. Handles the repair and/or replacement of water meters and water meter boxes.
19. Work with the City Manager, Public Works Supervisor, and other staff in emergency situations affecting the City.
20. Performs work with a high level of accuracy and professionalism.
21. Responsible for use, care and security of tools, vehicles, equipment and materials utilized.
22. Maintains utmost confidentiality as to city matters in dissemination of duties.
23. Other duties as assigned.

KNOWLEDGE/ABILITIES/SKILLS:

Knowledge of:

- Operation and maintenance of equipment, tools, machinery, and systems relating to water utilities, wastewater utilities and other public works infrastructure
- Understand and explain water billing and meter reading procedures
- Safe work and driving principles and practices

Ability to:

- Become thoroughly familiar with meter locations in the city.
- Ability to communicate clear and concise verbal instructions and information to coworkers, supervisor, customers and others
- Ability to operate equipment safely and efficiently to facilitate completion of work.
- Ability to work as part of a team as well as the ability to work without close supervision and to make decisions compatible with prior instructions.
- Demonstrate a positive attitude, good work ethic, promptness in work arrival and in accomplishing all tasks.
- Develop a working knowledge of safe work practices, accident prevention procedures, tools and equipment as related to job functions.
- Perform a variety of construction, repair and maintenance tasks
- Work under routine and emergency conditions
- Work efficiently and safely with others
- Understand and follow instructions and directions
- Work with others in a harmonious and respectful manner
- Perform a wide variety of physically strenuous tasks
- Respond to public inquiries and complaints in a tactful and courteous manner
- Safely operate heavy construction and repair equipment
- Operate and properly repair valves, fittings and hydrants
- Maintain and repair equipment and tools
- Read and record meter readings accurately

Skilled in:

- Must possess sufficient oral and written communication skills in English
- Math, reading and writing skills as related to job functions required.
- Use of power and hand tool
- Operating various types of vehicles, construction and/or grounds maintenance equipment

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or General Equivalency Degree (GED)
- One (1) year experience in construction or utility work or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Operating various types of vehicles, construction and/or grounds maintenance equipment
- Meter Reader experience is helpful, but not necessary.

LICENSING REQUIREMENTS:

- Possess and maintain a valid state of Texas Class C motor vehicle operator's license during course of employment.

- Possess and maintain a valid Class D Ground TCEQ Water License or ability to obtain it within one (1) year of hire date.
- Possess and maintain a valid Class D TCEQ Wastewater License or ability to obtain it within one (1) year of hire date.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions. Incumbents may be required to work overtime, weekends and holidays; in all weather conditions; under hazardous conditions; on congested roadways, obstructed roads, high structures; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with roadway maintenance work. Most work will be performed outdoors. The incumbents are exposed to a variety of conditions including wet, heat, cold, heavy dust and pollens and biohazards. Additionally, the working environment and equipment used exposes the incumbents to loud noises, vibrations, mechanical and equipment hazards, pesticides, raw and treated sewage, fumes, solvents, diesel, chlorine, and other chemicals and risks. Incumbents may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noises.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

The City of Overton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Overton will provide reasonable accommodations to qualified individuals with disabilities.