

BLDG. MAINTENANCE: LABORER

Reports to: Construction Services Superintendent Department: Bldg. Maint.

Position Control No.:

Exempt Non-Exempt
 Full Time Part-Time Seasonal

Department Head Approval:

Tom Kessler

Date: *4/02/09*

JOB SUMMARY:

Under supervision of the Building Maintenance Superintendent, performs manual labor; uses tools and equipment required to maintain, repair, construct streets, drainage, and assists with various construction, building, and maintenance projects; assist the Bldg. & Maintenance Crewleader with repairs and installations to include new construction and maintenance on City buildings and equipment; and does related work as required.

ESSENTIAL FUNCTIONS:

1. Responsible for cleaning, washing, maintaining and servicing tools and equipment.
2. Participates in all phases of street, drainage and alley maintenance and construction.
3. Performs general building maintenance, and minor carpentry repairs, moves and assembles furniture, performs plumbing repairs and replaces fixtures; performs dry wall repairs including tape and bedding, texturing, painting, and cleaning; assists with minor repairs and maintenance of electrical and HVAC systems; all types of concrete work to include using a shovel, pick, and jackhammer; assists with custodial duties.
4. Loads and unloads materials and equipment.
5. Uses hand saw, skill saw, chain saw, compaction and vibratory equipment, bolt cutter, pick, axe, air compressor, jack hammer, and various weight hammers using proper safety precautions.
6. Uses lawnmowers, line trimmers, machetes; trims trees, weeds, and brush in ditches, or easements; walks through brush or entangled areas including rough terrain in drainage ditches and other areas.
7. Read written or follow oral instructions, report orally to supervisor.
8. Subject to after hours call out for emergency situations.
9. Works safely in close proximity to highway traffic.
10. Works indoors and outdoors in extreme temperatures including heat, cold, temperature swings, and inclement weather.
11. Exposure to dust, fumes, toxic waste, mechanical, electrical, explosive hazards and loud noises that are routinely encountered in street and building maintenance operations, using proper safety precautions.

QUALIFICATIONS:

1. High School Diploma or GED required.
2. Texas Commercial Drivers License, Class B minimum with air brake endorsement or the ability to obtain within 6 months of employment. Must have a acceptable driving record.
3. Reads and understands written or oral instructions;
4. Uses good judgment to work safely and use equipment properly and supports the Safety Program.

PHYSICAL REQUIREMENTS:

1. Hears clearly when working around equipment and in traffic, using proper safety precautions; work safely in close proximity to highway traffic; communicates effectively orally with citizens and other city employees;
2. Lifts and carries with assistance up to 100 pounds, and pulls, pushes, and drags with assistance up to 200 pounds of tools, equipment and materials.
3. Climbs, crawls, kneels, squats, stoops, bends freely, walks and twists for extended periods of time while performing, repairing, constructing or maintaining streets and buildings.
4. Sit or stand for extended periods of time while performing street and building maintenance

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you cable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date