

City of Lockhart, Texas

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Maintenance Worker II

Department: Garage Maintenance

Pay Grade: 105

FLSA Status: Non-Exempt

JOB SUMMARY

The Maintenance Worker II performs janitorial, yard, and building maintenance activities in various areas. It also schedules contractors for major repairs and occasionally works on brush truck and dump truck as needed.

ESSENTIAL JOB FUNCTIONS

- Performs building maintenance and clean-up activities including painting and changing filters.
- Deals with minor electric, sewer, water, and HVAC issues.
- Changes out breakers, light fixtures, electrical outlets and switches; changes belts on electrical roll up doors; and changes batteries on Exit signs.
- Unclogs toilets, drains change-out flush valves, changes out faucets and toilets, fixes leaks, and fixes dripping faucets.
- Changes out HVAC filters and breakers, cleans condensation pumps, and drains lines.
- Cleans gutters, paints, calks, changes out locks, replaces doors and windows, replaces flooring, replaces ceiling tiles, and performs minor sheet rock repairs.
- Performs janitorial duties such as cleaning floors and restrooms; empties trash cans; and maintaining yards.
- Works using various equipment such as brush truck; performs various assigned duties such as bulky item pickup and storm clean up; and performs in various assigned roles such as dump truck driver.
- Builds office furniture; moves office furniture.
- Uses hand tools and small power tools for some duties.
- Oversees work of assigned employees performing duties related to building maintenance.
- Helps to identify a variety of maintenance problems.
- Schedules and assists contractors for major repairs.
- Moves files from City Hall to storage.
- Orders/purchases materials to fix problems.
- Sets-up meeting rooms for different events.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Requires High School diploma or equivalent, two (2) years of related work experience, or an equivalent combination of education and experience.

Licenses or Certifications:

- Possess and maintain a valid Texas driver's license and a good driving record.

Special Requirements:

- Ability to maintain regular, reliable in-person attendance.

Knowledge, Skills and Abilities:

- Knowledge of general maintenance and repair work.
- Knowledge of janitorial work procedures, use of chemicals, and tools.
- Knowledge of safety practices and procedures when using tools and performing job duties.
- Skill in performing basic math computations including addition, subtraction, multiplication, and division.
- Skill in communicating, both verbally and in writing.
- Ability to read street name signs.
- Ability to follow written instructions
- Ability to schedule and oversee contractors.

PHYSICAL DEMANDS

The work is heavy work. The employee is constantly required to move objects applying up to 20 pounds of force; frequently required to apply 30 pounds of force to move objects; and occasionally required to exert up to 100 pounds of force to move objects. Additionally, the following additional physical abilities are required (Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

C	• Balancing: Maintaining equilibrium to prevent falling while walking, standing, or crouching.
C	• Climbing: Ascending, descending ladders, stairs, and ramps; requiring body agility.
O	• Crawling: Moving about on hands, knees, or hands and feet.
O	• Crouching: Bending the body downward and forward by bending leg and spine.
O	• Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
F	• Grasping: Applying pressure to object with fingers or palm.
C	• Handling: Picking, holding, or otherwise working, primarily with the whole hand.
C	• Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction; receiving detailed information through oral communication; and making the discrimination in sound.
R	• Hearing 2: Receiving detailed information; making discrimination in sound.
O	• Kneeling: Bending legs at knee to come to a rest on knee or knees.
C	• Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position, occurring to a considerable degree; requiring substantial use of upper extremities and back muscles.

R	<ul style="list-style-type: none"> Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
C	<ul style="list-style-type: none"> Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
C	<ul style="list-style-type: none"> Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
C	<ul style="list-style-type: none"> Reaching: Extending hand(s) and arm(s) in any direction.
O	<ul style="list-style-type: none"> Repetitive Motion: Substantially moving the wrist, hands, and/or fingers.
F	<ul style="list-style-type: none"> Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely.
C	<ul style="list-style-type: none"> Standing: Being erect particularly for sustained periods of time.
F	<ul style="list-style-type: none"> Stooping: Bending body downward and forward by bending spine at the waist, occurring to a considerable degree; requiring full motion of the lower extremities and back muscles.
O	<ul style="list-style-type: none"> Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other co-workers accurately, loudly, or quickly.
C	<ul style="list-style-type: none"> Visual Acuity 1: Having close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or reading extensively.
O	<ul style="list-style-type: none"> Visual Acuity 2: Verifying color, depth perception, or field of vision.
O	<ul style="list-style-type: none"> Visual Acuity 3: Determining accuracy or neatness; observing facilities/structures.
F	<ul style="list-style-type: none"> Visual Acuity 4: Having visual acuity to operate motor vehicles/heavy equipment.
O	<ul style="list-style-type: none"> Visual Acuity 5: Inspecting small defects or machines; using measurement devices; or fabricating parts.
C	<ul style="list-style-type: none"> Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another.

WORK ENVIRONMENT

Work is sometimes performed in a relatively safe and secure work environment and inside a climate-controlled building; work is partially performed outside exposed at time to extreme heat, high humidity, cold and rainy conditions, and noise from traffic/equipment and tools; is exposed at times working with hot asphalt patching material and oil; and may require hard hat, back supports, eye and ear protections, gloves, and vests.

The City of Lockhart has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date