

**MAINTENANCE SPECIALIST TRANSPORTATION
TITLE 50110, SUBTITLE 13, NON-EXEMPT
OPERATIONS BAND, ZONE 1
OPEN UNTIL FILLED**



SCOPE OF WORK:

Operates some motorized equipment, hand tools, and assists equipment operators in the maintenance and/or construction of streets, alleys, and drainage channels. Installs devices that provide for the orderly and predictable movement of all motorized, non-motorized and pedestrian traffic.

BUDGETARY RESPONSIBILITIES:

None.

ESSENTIAL JOB DUTIES:

- Performs routine maintenance and/or construction on streets, alleys, right of ways, drainage channels, etc.
- Performs daily preventative maintenance of motorized equipment or hand tools.
- Performs manual work and general labor such as weed cutting, pothole repair, shoveling, etc.
- Maintains tools and equipment in good and safe operating condition.
- Performs any related duties needed to complete projects.
- Installs and maintains signage throughout the city.
- Paints lane lines on the streets and thoroughfares. Paints designated curbs.
- Installs lane marking devices
- Trims trees in order to clear sign obstructions.
- Fabricates signs.
- Maintains records of work performed such as work schedules, status reports and records of work orders.
- Performs other related duties as assigned.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Ability to sit, stand and drive a vehicle to and from various work sites. Employee will be exposed to seasonal temperatures while performing maintenance duties and be exposed to potentially hazardous equipment and traffic. Some heavy lifting will be required.

REQUIRED CONTACTS:

Employee communicates with other employees in the work group.

REQUIRED QUALIFICATIONS:

Knowledge, Abilities, and Skills

Knowledge of power and hand tools. Ability to train on some motorized equipment or tools. Ability to read materials such as equipment manuals and work orders. Ability to write and record information such as feedback on work request/work orders.

Minimum Education, Experience, and Certification

High school diploma or equivalent preferred. Valid Texas driver's license.

WAGES & HOURS:

\$1575/ month; Monday through Friday; 7:30 AM until 4:00 PM; Weekend work may be required.