THE CITY OF RHOME, TEXAS

POSITION TITLE: PUBLIC WORKS TECHNICIAN

SCOPE OF RESPONSIBILITIES

The City of Rhome is looking for a Technician for our Public Works Department. The desired individual for the position must be hard working and be able to assist the Public Works Department in day-to-day and after-hours work/on-call duties. This is a full-time position with the requirement to work overtime when needed. Under basic supervision performs activities of the Water Distribution/Wastewater Collection/Treatment (W/WW), Streets, Parks, Building Maintenance and repair operations; executes work orders, and follows directions, based on work experience.

Administrative direction is provided by the Public Works Director as the direct supervisor.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive list of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Performs the daily operations of the Water Distribution/Wastewater Collection/Treatment (W/WW) Field Operations, Street and Park maintenance and any other assigned duties
- Conducts utility maintenance and repairs utilizing equipment, materials, and tools required to complete work orders; inspects water lines and sewer pipes.
- Collects necessary materials, tools, equipment and instructions before arriving at the job site.
- Performs work assignments; follow all city and departmental regulations and safety requirements.
- Contributes to work site actions to ensure that safety rules and regulations are followed, and that the work zone, traffic control, and all equipment are in safe operating condition.
- Operates light machinery in accordance with all safety guidelines, including OSHA.
- Utilizes proper safety precautions in all work performed; reports problems and emergency situations; recognizes, avoids, and reports unsafe acts, conditions, accidents, and injuries.
- Responds to emergency maintenance requests during normal hours and after hours.
- Must have and maintain a cell phone for City use to hold this position.
- Supports the relationship between the City of Rhome and the public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- The position involves skilled labor to include, but not limited to, repairing water leaks, sewer lines, streets, reading water meters, mowing, maintenance and general construction.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

MINIMUM QUALIFICATIONS - Ability to:

- Work after hours, weekends and holidays (scheduled and nonscheduled)
- Respond to after-hour emergencies as needed within one hour of notification.
- Perform rotating on-call duty and rotating shifts as needed.
- Successful completion of a criminal history/background check, with acceptable results
- Attend training and classes to complete the testing requirements as needed.
    - TCEQ WATER OPERATOR D - Within 6 months
    - TCEQ WASTEWATER TREATMENT OPERATOR D - Within 6 months
    - TCEQ GROUND WATER TREATMENT OPERATOR C - Within 1 year

- TCEQ WASTEWATER TREATMENT OPERATOR C - Within 1 year

Knowledge of:

Possess considerable knowledge of:

- Principles, practices, methods, materials, tools, and equipment used in public utility maintenance.
- Safety standards for light/heavy equipment operations. (Backhoe, skid steer, mowers, welders)
- OSHA rules and regulations, and other safety requirements needed to maintain and repair W/WW infrastructure.

Skill in:

- Completing maintenance and repair work orders.
- Reading and interpreting plans, schematics, and specifications.
- Following directions of Supervisor.
- Troubleshooting, repairing, and maintaining water, wastewater, water meters, and specialty equipment and control systems.
- Promoting and enforcing safe work practices.
- Establishing and maintaining effective working relationships with co-workers.
- Verbal and written communication.

QUALIFICATIONS

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

Education:
Must have high school diploma or GED; C Wastewater and C Ground Water Licenses preferred

Experience:
Minimum of 2 years of general maintenance experience

Special Requirements

- Must possess a valid Texas Driver's License
- Must be able to pass drug screening and background check
- The preferred applicant will have experience in the areas listed above and using heavy equipment i.e. backhoes, mini excavators, and tractors.

ADA COMPLIANCE

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

WORK ENVIRONMENT

This position works in all types of weather conditions and will be required to report to work in emergency situations. Work is performed at outdoors work sites. City approved safety shoes must be worn.

REASONABLE ACCOMMODATIONS

The City of Rhome is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Rhome will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.