

<b>CITY OF THE COLONY</b> Status: Non-Exempt Supervised By: Supervisor Facility Maintenance	<b>MAINTENANCE WORKER I</b> (Facilities/Right-A-Way's)	<b>FACILITIES          MAINTENANCE          DEPARTMENT</b> Revised: 07-2014
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**JOB SUMMARY**

Under supervision of the Facility Maintenance Supervisor, provides inspections and repairs to mechanical equipment in City facilities, minor repairs and tasks on and within city facilities and repairs and tasks on city medians and fences. Provide the best customer service possible, demonstrating concern for each request for service or assistance.

- ESSENTIAL DUTIES AND RESPONSIBILITIES**
1. Performs maintenance and repairs on motors, ballast's, electrical and HVAC equipment.
  2. Performs work with various power tools, hand tools and heavy equipment such as lifts.
  3. Performs various repairs and tasks on and within city facilities.
  4. Ability to perform work at elevated heights, with arms above head and on roof tops.
  5. Ability to work well with the public and with co-workers at all times. Communicate effectively and courteously with the public and other City employees in person, by radio, in writing and by telephone.
  6. Ability to follow a chain of command, receptive to instruction and supervision. Adapts to changing procedures and special assignments.
  7. Ability to schedule work and vendors and contractors performing repairs to the facilities.
  8. Completes tasks within time constraints using proper equipment and safety gear. Performs safety inspections on all equipment used on each job to ensure a safe work area.
  9. This position is subject to callouts during emergencies and must respond when contacted.
  10. Routinely lifts and carries up to 50 pounds, occasionally lifts or moves up to 100 pounds. Works with various hand held tools, power tools and heavy equipment; climbs, lifts, squats, bends and stoops for extended periods of time; works outdoors in extreme heat or cold temperature swings and during inclement weather; exposed to dust, fumes and loud noises.
  11. Assist with Household Hazardous Waste, electronic and sharps collections.
  12. Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Good customer service skills. Ability to work with other employees as a team. Ability to read written instructions and manuals. Mechanical aptitude and knowledge of electrical, HVAC, plumbing, and basic mechanical repairs. Experience working with hand tools, power tools, skill saws, jig saws, and other various other equipment such as scissor lifts, bucket trucks, and extension ladders.

**EDUCATION, EXPERIENCE AND CERTIFICATION**

High School diploma or GED. Texas drivers license, Class "C" with acceptable driving record. EPA HVAC Certification, Electrical and Plumbing licenses a plus. Minimum five years experience working in the field of maintenance.

**CERTIFICATION**

Employee Signature:	Date Signed:
Immediate Supervisor and/or Department Head:	Date Signed: