

CITY OF THE COLONY Status: Non-Exempt Supervised By: Supervisor	MAINTENANCE WORKER WITH CDL LICENSE	PUBLIC WORKS DEPARTMENT Revised: 09/2014
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JOB SUMMARY
Under supervision of the Public Works Supervisor, work along with crews to make repairs to various streets, alleys, and sidewalks working with concrete. Provide citizens with the best customer service possible, demonstrating concern for each request for service or assistance.

ESSENTIAL DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Performs maintenance and repairs with concrete to various streets, alleys, and sidewalks. 2. Performs work with various power tools and hand tools using proper safety equipment. 3. Prepares site for concrete which may include strenuous physical activities. 4. Ability to work well with the public and with co-workers at all times. 5. Communicate effectively and courteously with the public and other City employees in person, by radio, in writing, and by telephone. 6. Ability to follow the chain of command, receptive to instruction and supervision. Adapts to changing procedures and special assignments. 7. Ability to set up secure work zones using cones and barricades to ensure public safety at all times. 8. Completes tasks within time constraints using proper equipment and safety gear. Performs each task with safety in mind at all times. 9. This position is subject to callouts during emergencies and must respond when contacted. May be placed on stand-by status if emergency conditions are anticipated. 10. Routinely lifts and carries up to 50 pounds, occasionally lifts or moves up to 100 pounds. Works with various hand tools, power tools, and concrete equipment. Climbs, lifts, squats, and bends 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. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES
Good customer service skills. Ability to work well with other employees as a team. Ability to read and understand written instructions and manuals. Knowledge of power tools and hand tools.

EDUCATION, EXPERIENCE AND CERTIFICATION
High School Diploma or GED. Texas driver's license, Class "C", with an acceptable driving record. Must be obtain Class "B" CDL license within six months of employment.

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