



PUBLIC WORKS MAINTENANCE WORKER I

Pantego occupies about one square mile in the heart of Dallas-Fort Worth (DFW) – the nation's fourth largest metro area. We are two miles north of I-20 and bounded on three sides by Arlington. Though our weekday population exceeds 200,000, the residential population is just 2,650.

Staff, under the direction of the Mayor and Council, strive to preserve the small-town charm that our residents appreciate. Still, Town Hall is within ten miles of AT&T Stadium (home of the Dallas Cowboys), Globe Life Field (home of the Texas Rangers), Texas Live!, and Six Flags; or, thirty minutes from Fort Worth's historic Stockyards, downtown Dallas, or DFW International Airport.

*"SMALL TOWN CHARM...
BIG CITY OPPORTUNITIES"*

FULL-TIME BENEFITS

For employees working 30+ hours per week:

- Fully covered medical, dental, and vision (with optional buy-up plans or coverages); add spouse and/or eligible children at cost
- 80 hours paid vacation / year*
(increases after five years)
- 8 hours of personal time / year*
- 14 paid holidays / year*
- 8 hours paid sick time / month*
- **TMRS** 2:1 match on mandatory 7% employee contribution; 5-year vest; 50% retroactive COLA for retirees
- Optional 457(b) plan via Nationwide
- Fully covered life insurance: 2X base annual earnings (up to \$200k)
- FSA/HSA/HRA, if eligible
- CareFlite family membership

* PTO VARIES FOR FIRE PERSONNEL
WHO WORK A 48/96 SCHEDULE

APPLY TODAY

TOWNOFPANTEGO.COM/JOBS

Submit application to:

Christie Barris

Human Resources Coordinator

cbarris@townofpantego.com

1614 S Bowen Road,

Pantego, TX 76013

Resumes are welcomed along with applications but cannot be provided in lieu of. The Town of Pantego is an equal opportunity employer.

THE DEPARTMENT

Public Works provides professional, proactive, and community-oriented services that preserve our community's unique character and enhance quality of life. The department is responsible for all public infrastructure including water treatment and delivery; wastewater collection (treatment is outsourced); streets, signs, and signals; stormwater and drainage; and parks and facilities.

THIS ROLE

This position performs a variety of semi-skilled and skilled tasks and operates equipment related to the construction, maintenance, monitoring, operation, repair, and replacement of all aspects of the infrastructure named above. This role is tasked and supervised by the Public Works Operations Manager but generally works independent of immediate supervision. Technical or functional field supervision and/or training provided as warranted.

STARTING PAY (DOQ)

\$19.57 / hour

TITLE	PUBLIC WORKS MAINTENANCE WORKER I
CLASSIFICATION	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary/Intern <input checked="" type="checkbox"/> Hourly (<i>Non-Exempt / eligible for OT, as approved</i>) <input type="checkbox"/> Salary (Exempt)
STARTING PAY	\$19.57 / hour (DOQ)
SCHEDULE	Monday through Friday, 8 hours / day <i>Must be willing and able to work flexible and/or seasonal hours including mandatory on-call and overtime on weekends and/or holidays</i>
FACILITY	Public Works (1614 S Bowen Road, Pantego TX 76013)
REPORTS TO	Public Works Operations Manager
WORKS ALONGSIDE	Maintenance Workers I and II
COORDINATES WITH	Utility Billing Specialist
SUPERVISES	Not Applicable

MINIMUM QUALIFICATIONS

- HS Diploma / GED (or equivalent)
- Valid Class C Texas Driver’s License; CDL preferred but not required
- Pre-employment drug screening
- Current Class I Wastewater Collections license (or ability to attain within 1 year of hire)
- Current Class C Groundwater Operator license (or ability to attain within 1 year of hire)

CORE RESPONSIBILITIES

- Performs labor related to water and wastewater line repairs; roadway patching; fire hydrant repair, flushing, and valve operation; park and facility maintenance; and other system repairs as directed
- Works efficiently, whether independently or in a crew
- Adheres to all safety and security standards and policies
- Performs preventative maintenance, routine inspections, diagnoses, and repairs to drainage flumes, meters, streets, sewer collection systems, water well sites, facilities, and equipment at frequent intervals; refers defects, concerns, or suggested repairs to supervisor
- Reliably collects and maintains a variety of vital and/or mandated records and readings related to inspections, maintenance, drinking water testing, splash pad monitoring, etc.
- Utilizes maps and equipment to locate and mark water and wastewater lines
- Requests ground marks of other utilities and displays caution when excavating in their proximity
- Collects transmitted water meter readings by driving a provided vehicle on a prescribed route (will be collected remotely in the future); and obtains manual meter reads as necessary
- Upon receipt of public complaints or concerns regarding functional areas (e.g., street conditions, traffic signage and signals; wastewater stoppages; water leaks, pressure loss, or interruption of

This document is not legally binding nor does it create any obligations. The examples given are illustrative of the various required tasks but are not an exhaustive list. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment to this role. Further, the role and related compensation and benefits are subject to review and alteration at any time – with or without notice. The Town of Pantego does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the EEOC under Title I of the ADA. If you require reasonable accommodation during the application process or have a question regarding an essential job function, call 817-617-3722 or Relay Texas by dialing 7-1-1. View additional information at www.townofpantego.com/HR.

service; etc.): evaluates the situation, seeks guidance from supervisor when appropriate, takes corrective action, and communicates findings to the supervisor and any other affected departments

- Provides timely notice to customers impacted by service interruptions
- Represents the Town and our department in a positive and professional manner in all situations
- Properly maintains and prevents unnecessary wear or damage to equipment and tools by cleaning after each use, properly handling and storing, and ensuring preventative maintenance
- Safely operates trucks and other equipment of various sizes and weights in the loading, hauling, and unloading of equipment, material, gravel, sand, concrete, asphalt, and flex base
- Performs basic animal control duties including removal of deceased animals from the roadways, capture and short-term care of strays and surrenders, and transport of animals to the shelter
- Performs other related duties as assigned

PERIPHERAL DUTIES

- Scheduled “on-call” rotation (typically a one-week interval every fifth week but subject to change at any time to ensure operational coverage), requiring a 30-minute response if notified by phone in addition to the performance of scheduled tasks during weekends, holidays, and/or after hours
- Available for mandatory assignment (with overtime pay) to perform various tasks related to Town events (e.g., set-up and teardown, trash containment and removal, barricade placement, etc.), which are typically scheduled after hours, on weekends and/or holidays

KNOWLEDGE, SKILLS, AND ABILITIES

- Some knowledge of the equipment, facilities, materials, methods, software, and procedures used to carry out the activities outlined within this job description including but not limited to:
 - water and wastewater systems (pipes, fittings, valves, hydrants, manholes)
 - signs, signals, and roadway repair and maintenance
 - park, facility, and building repair and maintenance
 - hand tool, power tool, and heavy equipment operation
- Knowledge of the purposes and proper use of a variety of vehicles, equipment, power tools, hand tools and motorized, pneumatic, and hydraulic equipment
- Knowledge of laws related to construction zone signage and traffic control
- Standards for the maintenance of traffic signs and pavement markings
- Properties of backfill materials, concrete, asphalt (hot/cold mix), preparation and application
- Ability to perform skilled maintenance, construction, and repair work in the areas of work assigned

- Demonstrate an understanding of and respect for the safety policies and procedures necessary to mitigate hazards and protect the safety of you and your coworkers
- Ability to engage in professional and effective communication (both verbal and written) with coworkers, supervisors, contractors, other agencies, elected or appointed officials, and the public
- Establish and maintain effective working relationships with employees and community stakeholders
- Capable of receiving, understanding, and carrying out instruction (whether verbal or written) in an efficient and effective manner, often in the absence of close supervision
- Knowledge, experience, and/or current licensure related to irrigation, electrical, plumbing, and/or other construction or trades may also be considered

WORKING CONDITIONS AND PHYSICAL DEMANDS

- Most tasks will be performed outdoors, often with prolonged sun exposure, extreme temperatures, inclement or severe weather, fast-moving water, strong winds, wild animals, insects, reptiles, uneven or shifting surfaces, and all other natural elements
- Frequently required to maintain a stationary position, detect odors, communicate, discern meanings of various alarms or other sounds, traverse outdoor terrain, ascend and descend ladders or stairs, crawl, crouch, kneel, stoop, and
- Working in roadways or in close proximity to traffic or otherwise moving vehicles and equipment
- Working in elevated areas, confined and cramped spaces, and other challenging circumstances
- Potential exposure to untreated wastewater/sewage; sewer gases and fumes; chlorine and other chemical gases and fumes; airborne particles; toxic or caustic chemicals; loud noises and high decibel levels; vibrations from machines and equipment; and active electrical motors and pumps
- Requires physical conditioning, ability, and dexterity necessary to operate motorized vehicles, equipment, hand tools, and power tools including remaining in a stationary position for long periods, engaging in repetitive motions, and activating or positioning switches, knobs, and levers of various sizes
- Ability to move objects weighing up to 75 pounds and to pull, push, or roll heavier objects
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, adjusting focus, and depth perception
- Requires physical conditioning and endurance necessary to work extended hours (beyond the scheduled 8- or 10-hour shift) as a result of operational necessity