

City of Justin, Texas

Job Description

Signature: _____

Date: _____

JOB TITLE: Building Maintenance Worker

DEPARTMENT/DIVISION: Public Works, Facilities

REPORTS TO: Immediate Supervisor and Public Works Director

SUMMARY:

The Building Maintenance Worker works within the following divisions of the City: Public Works and Facilities. The Building Maintenance Worker reports to the immediate supervisor and the Public Works Director.

ESSENTIAL JOB FUNCTIONS:

- Responsible for maintaining the grounds at City Hall and Public Works including mowing, weed eating, tree trimming and landscaping.
- Performs minor repairs of municipal buildings.
- Ensures City facilities are aesthetically pleasing to the public (to include sweeping, mopping, cleaning bathrooms, windows, etc.)
- Assists with setup and take-down of tables, chairs, etc. for public meetings and events.
- Completes work orders assigned by the immediate supervisor.
- Assists other departments as needed.
- Responds to emergency operations and on-call situations.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of safety principles and practices.
- Skilled in proper maintenance and operations of essential equipment necessary to perform the job.
- Ability to follow written and oral directions.
- Ability to complete daily work assignments.
- Ability to lift, carry, and push less or equal to 100 pounds.
- Ability to safely and legally operate a motor vehicle.

MINIMUM QUALIFICATIONS:

- Must have High School Diploma/GED
- Ability to read, write, interpret and follow written or oral instruction as well as provide written and oral instructions.

- Any combination of education and experience that will demonstrate the ability to perform the essential job functions.
- Valid driver's license.

CONDITIONS OF EMPLOYMENT:

- Must fill out an Employment Application.
- Must pass a pre-employment criminal history check and drug test.
- Must obtain Class D Water and Class I Wastewater licenses within one year of employment.

(Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time. This is an *at-will* position without a definite duration or term of office. The City of Justin is an Equal Opportunity Employer and committed to compliance with the Americans with Disabilities Act.)