



P. O. BOX 239
LOCKHART, TX 78644

Job Description Form

JOB TITLE: MAINTENANCE WORKER II

Date: November 14, 2019
Pay Range: \$12.32- 15.52 - 18.73
Pay Grade: (24) Non-Exempt

Brief Description of the Job:

Performs building, janitorial, yard and vehicle maintenance activities in various areas. Works with Maintenance Worker I I and City staff or as assigned performing a variety of maintenance, construction, and janitorial/cleanup activities, and occasionally on brush truck and dump truck as needed

Essential Functions-Listed in descending order of frequency; in the Strength Column, S= Sedentary, L=Light, M=Medium, H=Heavy; For Physical Demand Code See Below Essential Functions	% of Time	Strength	Physical Demand Code
1. Performs building maintenance and cleanup activities including but not limited to painting, cleaning filters/air-conditioners/heaters.	25	H	A C D E F G H M N Q
2. Performs janitorial duties such as but not limited to cleaning floors, restrooms, emptying trash cans and yard maintenance .	25	L	A C D E F G H M N Q
3. Works in other areas as needed such as but not limited to brush truck, bulky item pickup, storm cleanup and dump truck driver.	10	M	A B C D E G H I M N Q R S T
4. Uses hand tools and small power tools in performing some duties.	10	M	A C D E F G H M N Q
5. Supervises staff that perform duties related to building maintenance or as assigned.	10	M	A C D E F G H M N Q
6. Identify a variety of maintenance problems and order/purchase materials to fix maintenance issues.	10	M	A C D E F G H I M N Q S
7. Other duties as assigned.	10	H	A C D E F G H M N Q S
	100		
A. STANDING D. LIFTING G. REACHING J. KNEELING M. BENDING P. BALANCING S. TALKING B. SITTING E. CARRYING H. HANDLING K. CROUCHING N. TWISTING Q. VISION T. FOOT CONTROLS			

C. WALKING F. PUSH/PULL I. FINE DEXTERITY L. CRAWLING O. CLIMBING R. HEARING U. OTHER: _____

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PHYSICAL DEMANDS

JOB TITLE: Maintenance Worker I I

OVERALL STRENGTH DEMANDS:

SEDENTARY _____ LIGHT _____ MEDIUM _____ HEAVY _____ X
VERY HEAVY _____

For each physical demand code listed on Page 1, C=Continuously, F=Frequently, O=Occasionally, and R=Rarely

A. STANDING	<u>C</u>	G. REACHING	<u>C</u>	M. BENDING	<u>C</u>	S. TALKING	<u>O</u>
B. SITTING	<u>O</u>	H. HANDLING	<u>C</u>	N. TWISTING	<u>C</u>	T. FOOT CONTROLS	<u>C</u>
C. WALKING	<u>C</u>	I. FINE DEXTERITY	<u>R</u>	O. CLIMBING	<u>C</u>	U. OTHER: _____	_____
D. LIFTING	<u>C</u>	J. KNEELING	<u>O</u>	P. BALANCING	<u>C</u>		
E. CARRYING	<u>C</u>	K. CROUCHING	<u>O</u>	Q. VISION	<u>C</u>		
F. PUSH/PULL	<u>C</u>	L. CRAWLING	<u>O</u>	R. HEARING	<u>C</u>		

THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED; IT DOES NOT ADDRESS THE POTENTIAL FOR ACCOMODATION.

Physical Demand	Description
Crouching/Crawling Standing/Walking Carrying/Bending Twisting/Push/Pull Sitting/Kneeling/ Lifting/Carrying	Street repairs, flagging traffic, carrying materials, bending over to pick up materials, twisting to throw paving materials, push and pull shovel, broom, boxes, make repairs to various buildings, and other assigned duties.
Reaching/Handling Push/Pull	Trash cans and other heavy collection items, maintenance activities.
Vision/Hearing Talking	Reaching for and handling trash cans and items collected, maintenance activities.
Climbing/Balancing	See cans, hear traffic, watch for cars and other hazards, dangers and talking to fellow employees and citizens; maintenance activities.
Fine Dexterity	Climb ladders to reach light bulbs for replacement and other assigned duties.
Foot Controls	Using small hand tools, repairing equipment, and repairing building fixtures.
	Operator vehicles and/or equipment.

PHYSICAL DEMANDS

JOB TITLE: Maintenance Worker I I

MACHINES, TOOLS, EQUIPMENT AND WORK AIDES

Uses all hand tools and minor hand power tools as needed; wears safety glasses, gloves, back supports, eye protection and other safety equipment as needed.

ENVIRONMENTAL FACTORS

Often works in extreme heat, high humidity, cold and rainy conditions. Noise from traffic, equipment, and tools are also factors. Works with hot asphalt patching material and tack oil also. Uses hand tools and small power hand tools

PROTECTIVE EQUIPMENT

Hard hat as required, back supports, eye and hearing protections, gloves, and vests.

NON-PHYSICAL DEMANDS

Frequency Codes: F= Frequent O= Occasionally R= Rarely

Time Pressures	<u>C</u>	Emergency Situations	<u>R</u>
Noisy/Distracting Environment	<u>C</u>	Tedious Exacting Work	<u>R</u>
Performing Multiple Tasks Simultaneously	<u>C</u>	Working Closely with Others as part of a Team	<u>C</u>
Danger/Physical Abuse	<u>F</u>	Irregular Schedule/Overtime	<u>F</u>
Frequent Change of Tasks	<u>O</u>	Other (Description Below:)	_____

JOB REQUIREMENTS

FORMAL EDUCATION

High school education or equivalent required

EXPERIENCE

Preferred 2 to 3 years experience performing duties as listed.

OTHER REQUIREMENTS

Must possess valid Texas Drivers License with an acceptable driving record.

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PHYSICAL DEMANDS

JOB TITLE: Maintenance Worker I I

READING

Must be able to read street name signs and follow written instructions

WRITING

Fill out forms, daily log sheets, work orders, and time sheets as required

MATH

Basic

REASONING

Make decisions based on needs and safety

SUPERVISORY

Supervises other city staff as needed and work with maintenance contractors

MANAGERIAL

N/A

INTERPERSONAL

Must be able to communicate well with supervisor, fellow employees, the public, HVAC techs , electricians, and other contractors

SIGNATURES - REVIEW AND COMMENT

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

I have reviewed the experience and qualification requirements of the job and I feel I am qualified.

Applicant / Employee - Print Name and Title

Signature

Date

Supervisor- Print Name and Title

Signature

Date

Comments: _____
