



CITY OF PORT LAVACA

JOB TITLE: CVB Facility Maintenance Worker
DEPARTMENT: Public Works
JOB CODE: 7170

JOB DEFINITION:

Under basic supervision, performs general labor and maintenance tasks for City special events, facilities, lawns, grounds, right-of-way, and other public areas in the City for the Public Works Department (PWD); performs work in accordance with all safety regulations and procedures.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:

- Operates a variety of specialized equipment and performs manual labor tasks in order to maintain clean and safe City facilities for PWD; follows all safety rules and regulations to minimize risk of accidents; duties may vary according to job assignment and experience.
- Performs a variety of maintenance activities, including mowing and landscaping procedures; cleans up trash and debris, and replaces lights and bathroom supplies.
- Sweeps and cleans City facilities and grounds and performs minor repairs.
- Performs setup and teardown and other tasks for special City events as directed.
- Operates and maintains a variety of vehicles and equipment in accordance with all safety regulations and procedures; reports mechanical problems requiring additional repair.
- Monitors work site and follows all safety rules and regulations.
- Recognizes, avoids, and reports unsafe acts, conditions, accidents, and injuries.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- City policies and procedures.
- Tools and equipment used in grounds and facilities maintenance.
- Occupational hazards and safety precautions
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Operating and maintaining power and hand tools and motorized equipment in a safe and effective manner.
- Performing manual labor tasks, including lifting, and carrying heavy objects.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.
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MINIMUM QUALIFICATIONS:

One year of maintenance experience; OR an equivalent combination of education, training, and experience.

- State of Texas driver's license is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed outdoors; required to perform moderate physical work, and lift and carry up to 80 pounds.