

**POSITION DESCRIPTION**  
**City of Big Spring**

**Job Title:** Maintenance Worker  
**Department:** City Facilities

**Grade/Step:** 9-1  
**Salary:** \$10.870/ per hour

**JOB SUMMARY**

Under general supervision, perform minor construction, building maintenance and related activities at City of Big Spring facilities and property.

**MINIMUM QUALIFICATIONS:**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- One to two years of building maintenance and/or construction work, including heating, cooling electrical and plumbing systems
- Possession of a valid driver's license issued by the State of Texas for the vehicle or type of vehicles operated.
- Employees must reside within a thirty (30) minute driving time to their designated work station per the City of Big Spring Personnel Policies and Procedures.

**DUTIES, FUNCTIONS AND RESPONSIBILITIES:**

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Perform needed repairs and general maintenance.
- Repair/maintain heating and cooling systems as required.
- Drive vehicles as needed.
- Move furniture, file cabinets, equipment, etc. using hand dollies.
- Repair/replace electric plugs and cords.
- Hammer nails/stakes. Install door closers, kick plates, locks, etc.
- Operate drills, buffers, grinders, sanders, etc.
- Operate various power saws, i.e. radial arm skill, etc.
- Perform basic plumbing installations/repairs i.e. install and repair faucets, unclog drains, replace valves, etc.
- Perform semi-skilled carpentry work in the construction and repair of walls, ceilings, etc.
- Perform minor repairs to tables, chairs, desks, cabinets, etc.
- Paint, varnish, and/or seal walls, ceilings, floors, furniture, equipment, etc. using brushes, rollers, air sprayers, etc.
- Operate forklift.
- Read profiles/blueprints.
- Measure using tapes, transits, levels, etc.
- Install/replace floor and ceramic tiles.
- Perform related tasks as required.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:**

- Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of basic plumbing.
- Knowledge of equipment, methods, and materials used in routine painting.
- Knowledge of equipment, methods, and materials used in moderate levels of carpentry and construction, i.e. building walls, hanging doors and windows.
- Knowledge of basic electricity.
- Knowledge of basic heating and cooling system operations.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Knowledge of equipment, methods and materials used in repairing and maintaining facilities.
- Knowledge of the equipment, methods, and materials used in ground maintenance.
- Skill in establishing and maintaining good working relationships with other City employees and the public.
- Skill in operating power tools and mechanical equipment effectively and safely.
- Skill in reading and understanding simple blueprints.
- Skill in performing emergency and routine repairs and maintenance as required.
- Skill in oral and written communication.

## **SUPERVISORY CONTROLS**

The City Facilities Maintenance Crew Leader assigns work in terms of general instructions. The crew leader checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include City safety policies and procedures, standard maintenance practices, and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

## **COMPLEXITY**

The work consists of duties related to the maintenance of all City facilities. The variety of duties contributes to the complexity of the work.

## **SCOPE AND EFFECT**

The purpose of this position is to perform building maintenance services on City facilities. Successful performance helps ensure a safe and comfortable environment for City staff and visitors.

## **PERSONAL CONTACTS**

Contacts are typically with co-workers, other City employees, and the general public.

## **PURPOSE OF CONTACTS**

Contacts are typically to give or exchange information and provide services.

**PHYSICAL DEMANDS**

The work is typically performed while sitting, standing, or stooping. Tasks involve bending, lifting light and heavy objects, climbing ladders and walking.

**WORK ENVIRONMENT**

The work is performed indoors and outdoors, where the employee is exposed to noise, dust, dirt, grease, irritating chemicals, machinery with moving parts, and occasional inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to execute other duties not mentioned that are of similar kind or level of difficulty.