



PUBLIC WORKS MAINTENANCE TECHNICIAN **JOB ANNOUNCEMENT**

The City of Ovilla, a dynamic, growing city located in Ellis and Dallas Counties, is currently accepting applications for a Public Works Maintenance Technician. The city has excellent benefits including 80-160 hours of vacation time annually depending on total years of municipal service when hired, 14 holidays and three personal holidays annually, longevity pay, annual vacation buyback program, 100% city funded health insurance dental and vision for the employee, life, short-term and long-term disability insurance, and 20-year TMRS retirement 7% with city 2:1 match. Excellent work environment.

GENERAL SUMMARY:

The Maintenance Technician performs a wide variety of specialized duties for the Public Works Department. Performs manual work in construction, maintenance, and repair of City infrastructure, facilities, and property. Performs a range of maintenance tasks pertaining to public works operations and services. Performs other duties as required.

PAY RANGE:

\$17.00 to \$23.00 hourly. Depending on experience and qualifications

SUPERVISION RECEIVED AND EXERCISED:

This position receives direct supervision from the Public Works Crew Chief. This position does not supervise any other position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

May include, but are not limited to, the following:

- Performs preventative maintenance and repairs to water and wastewater systems
- Installs new water lines, taps and meters
- Reads and records water meters
- Performs street maintenance and repairs including patching streets, laying asphalt, pouring cement, etc.
- Secures work zones with barricades, barrels, and signage
- Repairs and replaces street signs and poles as needed
- Performs parks and grounds maintenance duties which includes mowing grass, operating a weed eater, removing and trimming shrubbery, raking leaves, chipping and removing trash
- Cleans drainage ditches and culverts as needed
- Performs routine building maintenance for City buildings
- Operates hand tools, power tools, small to heavy equipment, and city vehicles

- Drives trucks and equipment of various sizes and weights in the loading, hauling and unloading of equipment, material, gravel, sand, concrete, asphalt and other material
- Inspects equipment and performs preventive maintenance and repairs as needed
- Assists with special events
- Performs animal control duties in the absence of an animal control officer; removing deceased animals from the roadways, capturing stray animals, transporting animals to the shelter, etc.
- Performs all duties in conformance to appropriate safety and security standards and policies
- Ensures all behaviors comply with city and department policies and procedures
- Performs other duties as assigned

MINIMUM JOB REQUIREMENTS:

- Must be a United States citizen
- Must be at least 18 years of age
- Must meet one of the following educational requirements:
 - High school graduate, OR
 - Have passed a general educational development (GED) test indicating a high school graduation level
- Must be capable of performing all essential duties, responsibilities, and job functions
- Must possess and maintain valid, current Texas driver license with acceptable driving record
- Must be available to work 8:00 a.m. to 4:30 p.m. Monday through Friday, and overtime, on-call, nights, weekends, and holidays as required
- Must be able to operate machinery, tools, and equipment
- Must be able to work in confined spaces
- Must possess the vision, hearing, ability and dexterity necessary to operate motorized vehicles, equipment, tools and power tools; frequently required to stand, smell, talk, hear, walk, sit, stoop, kneel, crouch, climb, balance; lift up to 75 lbs., move by pulling, pushing, rolling objects exceeding 75 lbs.
- Must be able to perform tasks, primarily in outdoor environment in extreme weather conditions
- Must pass a background check, physical examination, and drug screen
- One (1) year experience in maintenance and repair is preferred
- Experience in using specialized equipment (backhoe, tractor, skid steer, etc.) is preferred

Knowledge of:

Operation and maintenance requirements of power-driven equipment. Principles and practices of water/wastewater distribution or collection systems. Principles and practices of public works responsibilities. Basic methods and techniques of general construction, maintenance and repair related to water/wastewater infrastructure, public works, or the area of work assigned. Occupational hazards and standard safety practices. General departmental policies and regulations. Proper techniques and uses of a variety of hand tools and power tools. Pertinent federal, state and local laws, codes and regulations.

Skills/Ability to:

Perform duties under minimal supervision. Perform a variety of skilled construction and maintenance tasks. Ability to be punctual and attend work regularly. Demonstrate effective communication of ideas both verbally and in written form using the English language. Type and operate a computer. Sit, stand, walk, bend, twist, kneel, reach, push, pull, drag, and/or lift items, listen in person and over the telephone, communicate orally and use hands and fingers to handle, feel or operate equipment. Work extended hours outside in potential extreme weather conditions beyond the scheduled eight (8) hour shift as a result of operational necessities. Perform multiple tasks simultaneously; accurately and efficiently; and be flexible as priorities change. Ability to learn new skills and techniques. Pay strong attention to detail. Effectively interact with coworkers to accomplish work. Work in a stressful environment and get along with the public and co-workers. Show independence and autonomy. Make quick and sound decisions in stressful situations. Effectively meet deadlines. Maintain licenses and certifications.

Ability to accept responsibility and account for his/her actions. Understand and follow City/Departmental policies, rules and regulations and carry out oral and written instructions.

HOW TO APPLY:

Submit city [application](#) to City Manager David D. Henley at dhenley@cityofovilla.org.