



## **FACILITY LANDSCAPE & MAINTENANCE WORKER FULL-TIME NON-EXEMPT**

*Approved June 16, 2021*

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### **A. GENERAL PURPOSE**

Under the supervision of the Maintenance Director, provide overall maintenance to City properties, facilities, and structures, and all other duties as assigned; performs a wide variety of semi-skilled tasks involving the maintenance and repair of facilities, including water reclamation and recreation facilities and equipment.

### **B. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Maintains City water reclamation facilities including the repair of reuse irrigation systems.
2. Maintains City Hall building, park amenities, outbuildings, and other City facilities.
3. Provides building security including ensuring operational integrity of locks, doors, and other security devices in City facilities.
4. Inspects construction and repair work performed by others for the City.
5. Performs minor electrical, plumbing, irrigation, carpentry, concrete work, painting, and landscaping.
6. Assists in performing tree-care maintenance in parks, open spaces, along trails, and in other City properties as needed.
7. Collects and disposes of litter and debris.
8. Cleans restrooms, common areas, seating areas, and other City facilities as needed.
9. Assists in performing turf maintenance in and around streets, parks, trails, and facilities.
10. Assists in performing irrigation maintenance in and around streets, parks, trails, and facilities.
11. Assists in inspection of City utility facilities.
12. Responds to emergency calls during and after work hours.
13. Assists in Founders Day Festival, Christmas on Mercer Street, and other community event preparation and activities as needed.
14. Cleans and maintains City swimming pool and pool related facilities.
15. Fulfills daily maintenance call requests/requirements from City staff.
16. Works independently and productively.
17. Exhibits a professional demeanor and positive communication skills.
18. Other duties as assigned.

### **C. SUPERVISION**

Works under the general supervision of the Maintenance Director.

### **D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

1. Requires a High School Diploma or GED and at least 1 year of experience in general maintenance, or an equivalent combination of education and experience.
2. Ability to establish and maintain effective working relationships with employees, City officials, media, and general public.
3. Ability to communicate effectively orally and in writing.
4. Ability to handle confidential and sensitive information while maintaining confidentiality.
5. Must possess a valid Class C Texas Driver's License, clean driving record and working vehicle.
6. Must possess strong background in maintenance, carpentry, grounds maintenance, and general contracting. Preference will be given to applicants with park maintenance experience and to applicants familiar with front-end loader with box blade/arena drag, mowing equipment, string trimmer, etc.
7. Standard First Aid and C.P.R. certifications desirable but not required.

### **E. TOOLS AND EQUIPMENT USED**

Personal computer, including Microsoft Office; email; phone; front-end loader with box blade/arena drag; mowing equipment; string trimmer; motor vehicle; mobile or portable radio; and general maintenance equipment.

### **F. SPECIAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. Work is performed mostly in field settings. Considerable outdoor work is required in the maintenance of various City facilities and parks. Must be able to work outside in all weather conditions and be able to lift a minimum of 80 pounds.
2. While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; handle, feel or operate objects, tools, or controls; and reach with hands

and arms. The employee is often required to climb or balance; stoop, kneel, crouch, or crawl.

3. Must be able to distinguish colors when working with equipment, electrical panels, etc.; must be able to operate assigned vehicle or equipment.

## **G. WORK HOURS**

Core work hours are between 8:00 am and 5:00 pm including one unpaid hour for lunch, Monday through Friday, except holidays. This is a full-time non-exempt position and eligible for overtime as described in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL. Additional hours on nights, weekends, holidays, and during emergencies will be needed in this position subject to the direction of the City Maintenance Director. Any overtime hours performed must be preapproved by the direct supervisor.

## **H. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works in outside weather conditions. Indoor and outdoor environments; exposure to extremes in weather condition; exposure to vibrations and noise; work on slippery or uneven surfaces, work with electricity; work with and around heavy machinery, work in or near vehicle traffic; exposure to dust and fumes from motorized equipment; possible exposure to toxic chemicals.
2. The noise level in the work environment is usually moderate to loud.

## **I. SALARY**

Salary is commensurate with the position. Pay days will be the days as listed in the current CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

## **J. BENEFITS**

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the employee's offer letter and subsequent revisions to the Manual.

## **K. EQUAL OPPORTUNITY EMPLOYER**

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or

affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact the City Administrator at (512) 858-4725.

***Please note:*** *This Job Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Job Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*