



City of Hudson Oaks

Employment Opportunity

Facilities Maintenance Technician

Application Deadline: Open Until Filled

Progressive, growing, professional City seeks inspired, enthusiastic employees who want to support facilities maintenance with field operations, special events and public works in a unique environment. Hudson Oaks is a small, close-knit community of highly involved citizens who have high expectations of and for the city and its municipal government. The City values integrity, customer service, professionalism, and accountability.

Brief position description: Under the direction of the Director of Operations, employee performs duties relating to the maintenance of park and municipal sites and grounds throughout the City. This is a full-time, non-exempt position working approximately 40 hours/week. Must be available to work evenings and weekend hours as assigned for maintenance and special events. Position may require over-time. (A complete job description is available for review on the City's website at www.hudsonoaks.com.)

Minimum Qualifications: A high school diploma or equivalent is required. Must be able to speak, read and write the English language. A Texas Class C driver license is required.

Disqualifiers – Drug Use: Engaged in the use of marijuana in the past 24 months. Engaged in the use of any other illegal drug within the past five (5) years. Engaged in the use of any drug that was prescribed for another - Disqualification will depend on the narcotic used and circumstances of use.

Salary & Benefits: Full-time range for this position is \$14.00 to \$19.00/hour depending upon prior related experience. Full benefits package offered, to include health benefits and retirement.

Testing & Examinations: All applicants will participate in a thorough background investigation, drug screen and other testing as deemed necessary.

To Apply: Complete an application for employment, which is available on the City of Hudson Oaks website at www.hudsonoaks.com. Send application and resume to the City of Hudson Oaks, Attn: City Secretary Shelley Scazero TRMC, 210 Hudson Oaks Drive, Hudson Oaks, Texas 76087. Applications may also be submitted by email to Shelley.Major@hudsonoaks.com



POSITION DESCRIPTION

Job Title: Facilities Maintenance Technician
Reports to: Director of Operations
FLSA Category: Non-Exempt
Schedule: 40 hrs/wk
Date Revised: April 9, 2021

BRIEF DESCRIPTION OF THE POSITION:

Under the supervision of the Public Works Director, this position plans, coordinates and manages directly or through contractual services all maintenance, repairs, and renovations of City owned facilities. This position also plans coordinates and manages directly or through contractual services all grounds keepings services for City owned properties and overseas general maintenance tasks; including but not limited to mowing (push and riding), weed eating, edging, tree trimming, landscape maintenance, pothole patching, crack sealing, and facility maintenance. The Facilities Maintenance Technician also oversees the operational facilities duties related to City sponsored events. This position requires the use of light and heavy equipment including but not limited to shovels, rakes, mowers, weed eaters, back hoes, tractors, crack seal machines, and other related equipment. This position engages in manual labor, at times in extreme temperatures and under high pressure situations. This position also has the potential for interaction with the public, so customer service skills are important.

ESSENTIAL DUTIES:

| Description of job duties |
|--|
| Manages daily operations of citywide buildings repairs, maintenance, remodels, improvements, and all building related services. |
| Supervises and performs mowing and grounds keeping. |
| Supervises and performs manual labor, such as lifting, digging, and mechanical repairs. |
| Completion of special projects as assigned by supervisor. |
| Supervises and performs routine street repair, drainage system repair. |
| Supervises and assists with City Special Events operations. |
| Provides support to the Public Works Director and other Senior management staff; serves as primary contact on issues and programs related to facility maintenance. |
| Provides support to the Public Works Department during water and wastewater emergencies. |
| Monitors and tracks hours/payroll usage for full-time and part-time facilities staff. |
| Performs other job-related duties as required. |



SUPERVISORY RESPONSIBILITIES:

Some direct management of part-time/seasonal employees.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles of customer service and ability to provide excellent customer service, even when faced with a challenging or irate customer.
- Ability to plan, organize and complete work.
- Ability to read, write, and speak effectively.
- Ability to operate machinery to perform the essential duties.
- Ability to establish, develop, and maintain successful relationships with co-workers, developers, contractors, citizens, and other customers.

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent is required
- 5 years similar work experience preferred
- 2 years in a program management capacity preferred

REQUIRED CERTIFICATES AND LICENSES:

- Texas Class C driver license

PREFERRED CERTIFICATES, LICENSES, AND EXPERIENCE:

None

ENVIRONMENTAL AND SAFETY FACTORS:

Daily work is performed in outdoor conditions which include extreme heat, extreme cold, and severe weather.

TOOLS AND EQUIPMENT USED:

Shovel, hand tools, heavy equipment, backhoe, mower, weed eater, edger, and other outdoor maintenance equipment as needed.

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

| Physical Demand | Frequency | Description of demand |
|------------------|-----------|--|
| Standing/Walking | C | As may be necessary to perform essential job duties listed above |
| Sitting | O | Sitting to work at computer or desk |
| Lifting/Carrying | F | Carrying objects, machinery, equipment |



HUDSON OAKS

| Physical Demand | Frequency | Description of demand |
|-------------------------|-----------|--|
| Pushing/Pulling | F | Digging, intensive labor activities |
| Reaching | F | Digging, intensive labor activities |
| Fine Dexterity/Handling | F | Use of wrenches, tools, and meter keys |
| Crouching/Crawling | F | To access utility lines, meters, equipment, etc.... |
| Climbing/Balancing | O | In use of a Ladder |
| Twisting | O | To access utility line, meters, equipment, etc.... |
| Kneeling | F | To perform essential duties. |
| Vision | F | To equipment for essential job duties. |
| Hearing/Talking | F | Ability to hear and respond to customers in person and over the phone. |
| Foot Controls | C | To operate a vehicle. |

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

- F time pressures
- O irregular schedule
- O frequent change of task

- C emergency situations
- C danger/physical abuse
- F noisy/distracting environment
- C working closely with others as part of a team

- F tedious exacting work situation
- F performing multiple tasks simultaneously

THE CITY OF HUDSON OAKS IS AN AT-WILL EMPLOYER

This position description is not an employment agreement or contract. Management has the exclusive right to alter this position description at any time without notice.