



City of Hudson Oaks

Employment Opportunity

Field Maintenance Worker I Part-time

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: The primary duty of this position is as Field Maintenance Worker I. This position is under the general direction of the Director of Operations. (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: Part-time range for this position is \$16.00-20.00/hour depending upon prior related experience.

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 Scazzero 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: Field Maintenance Worker I
Reports to: Director of Operations
FLSA Category: Non-Exempt
Schedule: 20 hrs/wk
Date Revised: May 18, 2022

BRIEF DESCRIPTION OF THE POSITION:

Under the supervision of the Directory of Operations, this position performs 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. 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
Assist in daily tasks of the parks, streets, and facilities departments.
Performs street repair, drainage system repair when directed.
Performs mowing and grounds keeping as directed
Performs manual labor, such as lifting, digging, and mechanical repairs.
Completion of special projects as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

No supervisory responsibilities.

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
- Similar work experience 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
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.

Physical Demand	Frequency	Description of demand
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)].

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| <u>F</u> time pressures | <u>C</u> emergency situations |
| <u>O</u> irregular schedule | <u>C</u> danger/physical abuse |
| <u>O</u> frequent change of task | <u>F</u> noisy/distracting environment |
| <u>F</u> tedious exacting work situation part of a team | <u>C</u> working closely with others as |
| <u>F</u> 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.