CITY OF BOGATA TEXAS

Position description: Bogata Public Works Staff

Position Title	Bogata Public Works Staff
Job Code	072103
FLSA Status	Non-Exempt
Revised	07/08/2021

Position Summary:

Under the direction of the Public Works supervisor and the supervision of the Mayor and City Council this maintenance and repair Tech is responsible for the care of water lines, meters, pump operations, sewage lines and pumps, as well as road repair and maintenance, drainage ditch maintenance and mowing of City property and roadways. They are involved in assisting numerous City functions that make use of City buildings and property and the testing and maintenance of City generators used in emergency situations. Maintains positive working relationships with staff, other departments, peers, vendors and customers.

Position Responsibilities:

1. Quality - completes work with accuracy and thoroughness.
2. Productivity - efficiently utilizes time in accomplishing work.
3. Customer Focus - lives organizational and departmental service standards.
4. Reliability - completes tasks assigned; follows up as needed.
5. Availability- meets attendance standards; is punctual; works when needed.
6. Decision Making - displays sound judgment; works with minimal supervision.
7. Initiative - seeks out productive duties in absence of guidance; is a self-starter.
8. Adheres to Policy- follows rules, policies, procedures and guidelines outlined by City leadership.
9. Interpersonal Relationships - cooperates, communicates and works well with others.
10. Professionalism - represents the City of Bogata, citizens and City leaders positively in actions and appearance.
11. Assist in training new employees.
12. Performs routine clerical duties.
13. Answers the phone, receives and disseminates verbal and written communications in a confidential manner.
14. Assists with data collection for quality assurance.
15. Completes all required safety training programs, general safety, department/service safety, and specific job related hazards as required.
16. Collaborates effectively with co-workers to manage personal overtime for balanced productivity.
17. Recognize and identify the root-cause of problems, choose appropriately among resolution alternatives, collaborate with others and implement solutions as appropriate.
18. Responsible for inventory of supplies.
19. Attends departmental meetings, continuing education and participates in department activities.
20. Maintains safe work habits; adheres to safety rules; immediately reports any unsafe condition; immediately reports any incident/injury.
21. Supports department-based goals and contributes to the success of the organization.
22. Perform duties in accordance with policies and procedures, and regulatory agency guidelines.
23. Performs other duties as assigned.

Minimum Qualifications:

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Education Level	**Required:** High School Diploma or Equivalent (GED) Attend CEU training as required.
Licensure/ Certification	**Required:** • Valid Driver's License • Documented training by experienced maintenance employee.
Knowledge, Skills, and Abilities	Detail Oriented Strong organizational skills Ability to communicate effectively with others Critical thinking skills
Experience	**None: (Supervision required with documentation of training)**

Disclosure Statement:

The above statements reflect the general details considered necessary to describe the essential functions of the job as identified, and shall not be considered a detailed description of all work requirements that may be inherent in position.

Job Requirements:

1. Have knowledge and / or documented training in the following disciplines:
   a. Proper mixing of oil and sand.
   b. Operation of a road grader.
   c. Operation of a roller.
   d. Operation of a backhoe.
   e. Operation of a tiller.
   f. Operation of mowers.
   g. Operation of chain saw.
   h. Operation of a weed-eater and pole-pruner.
   i. Operation of trucks.
   j. Hoe to read and check meters.
   k. How to grease / oil pumps and motors.
   l. Knowledge of welding.
   m. Be able to climb elevated towers and enter confined spaces.
   n. Knowledge of concrete work
   o. Safe maintenance and operation of all equipment.

Job Duties:

Street Maintenance:

Check streets for repair, fill in holes with oil and sand mixture. Put mixture over culverts and driveways; replace or repair damaged or clogged culverts.

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Mixing oil and sand:

The mixing process is accomplished by use of a road grader and tiller and the process takes a considerable of time to complete. Once started, the work must be completed without interruption. The workers must be prepared to with high heat and fumes during the mixing process. Proper precautions should be employed.

Tree Trimming:

Cutting and pruning of limbs using a chain saw, pruning shears, ladders and brush hog is required. Safe operation and precautions should always be used when operating tools and equipment.

Mowing:

City Park, street right of ways and other city owned properties are kept mowed and clean using riding mowers, push mowers and weed-eaters and hand tools to keep the city property clean and usable.

Streets and ditch cleaning:

Pick up trash within the City limits and assist in cleaning and sweeping of down town area. Community service staff can be used, when available. Dead animals should be picked up and buried at the sewer plant property.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling and stooping all day. The employee must frequently lift or move items weighing over 20 pounds.

Definitions
Note Present: Activity is not required
Rarely: Up to 15% of the shift
Occasionally: From 16-45% of the shift
Frequently: *From* 46-100% of the shift

	WORK ENVIRONMENT					OTHER REQUIREMENTS		
		NOT PRESENT	RARELY	OCCASIONALLY	FREQUENTLY		YES	NO
	VIBRATION		X			VISUAL ACUITY	X	
	STANDING				X	COLOR DISCRIMINATION	X	
	SITTING				X	DEPTH PERCEPTION	X	
	BENDING				X	HEARING	X	
	KNEELING				X	OTHER:		
	CROUCHING/SQUATTING				X			
	WALKING				X	PROTECTIVE EQUIPMENT		
	DRIVING				X	EAR/HEARING	X	
	OPERATING MACHINERY				X	RADIATION BADGE		X
	HAND CONTROLS				X	GLOVES	X	
	FOOT CONTROLS				X	EYE PROTECTION	X	
	VDT/CRT USE (radio emitted waves)			X		GOWNS	X	

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	PHONE USE				X	MASK	X	
	EXPOSURE TO LATEX	X				RESPIRATOR		X
	WORK WITH LASERS	X				PPE/OTHER	X	

OTHER ESSENTIAL PHYSICAL REQUIREMENTS					
	NOT PRESENT	RARELY	OCCASIONALLY	FREQUENTLY	EST. WEIGHT IN POUNDS (Assist required for lifting >50#)
LIFT WAIST TO OVER SHOULDER			X		25lbs
LIFT WAIST TO FLOOR			X		25lbs
LIFT WAIST TO WAIST			X		25lbs
PUSH				X	25lbs
PULL				X	25lbs
CARRY				X	25lbs
SIMPLE GRASPING				X	
FIRM GRASPING				X	
FINE MOTOR MANIPULATION				X	
KEYBOARDING				X	
EXPOSURES					
INFECTIOUS DISEASES		X			
CHEMICAL AGENTS			X		
DUST, FUMES, GASES			X		
EXTREME TEMPERATURES· HEAT, COLD, HUMIOITIY			X		
HAZARDOUS MATERIALS				X	
UNPROTECTED HEIGHTS		X			
LOUD NOISES				X	
CYTOTOXIC DRUGS	X				
BIOHAZARO WASTE MANAGEMENT			X		

Employee Printed Name

Employee Signature Date

Department Head Printed Name

Department Head Signature Date

Mayor Printed Name

Mayor Signature Date