



Job Description

Maintenance Worker Trainee

Pay Grade: LD05
Revision Date: 06/27/2023

Employment Status:	Full-Time
FLSA Status:	Non-Exempt
Experience Required:	None. At least one year of construction experience is preferred.
Education Requirements:	High School Diploma or GED required.
Department:	Public Works (Streets, Drainage, Parks)
Direct Supervisor:	Public Works Crew Leader
Supervisory Responsibility:	N/A
Primary Work Location:	Outdoors
Certification:	Valid Texas Class C Driver's License required. A valid Texas Class A CDL is preferred.

Job Summary: Under the direction of the City Manager and/or designee, performs assigned duties necessary to support the Public Works Department to ensure the proper construction, repair, and maintenance of streets, roadways, fishing piers, boat docks, sidewalks, driveways, walking paths, curbs, gutters, storm drainage systems, parks, rights-of-way, and facilities. This position is classified as a trainee level position.

Essential Job Functions

(The following list is intended to provide examples of possible job functions and/or duties that might be needed to perform position functions/duties and should not be construed as a comprehensive or complete catalog. All positions include "additional duties as assigned".)

Performs manual labor to support the Public Works Department. Duties include but are not limited to shoveling, concrete and asphalt work, trash/debris removal, painting, lighting, etc. Responsible for learning the trade in a safe and conscientious manner, and for proper maintenance and use of equipment and tools and workplace safety.

Performs additional duties as assigned.

Job Knowledge, Skills, and Abilities for Position

(The following list is intended to provide examples of required knowledge, skills and abilities that might be needed to perform position functions/duties and should not be construed as a comprehensive or complete catalog.)

- Ability to establish and maintain effective working and professional relationships with City employees, officials, and the general public.
- Ability to take and follow oral instructions, as well as hand signals.



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- Ability to read and understand instructions and product directions.
- Ability to work under high demands, short time constraints, and the pressure of a fast-paced work environment.
- Skilled in operating ride and push mowers, graders, and hand-held and/or power tools.
- Knowledge of trench procedures and safety.
- Knowledge of lockout/tagout procedures and safety.
- Must be able to work during weekends, and outside normal hours (e.g., emergency situations, night-time events, etc.).
- Must be able to work "on-call" or emergency hours.
- Must exhibit attention to detail, accuracy, and safety.
- Must be able to communicate and present oneself in a professional manner.
- Must possess a valid Texas Class C driver license.
- Must pass all post offer pre-employment processes and/or procedures, to include but not limited to Drug Screen, Physical Examination, and applicable Background Checks.

Physical Demand	Frequency													
Balancing	F	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="color: green;">Legend</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">C</td> <td style="text-align: center;">- Continuous</td> </tr> <tr> <td style="text-align: center;">F</td> <td style="text-align: center;">- Frequently</td> </tr> <tr> <td style="text-align: center;">O</td> <td style="text-align: center;">- Occasionally</td> </tr> <tr> <td style="text-align: center;">R</td> <td style="text-align: center;">- Rarely</td> </tr> <tr> <td style="text-align: center;">N</td> <td style="text-align: center;">- Never</td> </tr> </tbody> </table>	Legend		C	- Continuous	F	- Frequently	O	- Occasionally	R	- Rarely	N	- Never
Legend														
C	- Continuous													
F	- Frequently													
O	- Occasionally													
R	- Rarely													
N	- Never													
Bending	F													
Carrying	F													
Climbing	O													
Crawling	O													
Crouching	O													
Fine Dexterity	F													
Foot Controls	F													
Handling	F													
Hearing	C													
Kneeling	O													
Lifting	F													
Pushing/Pulling	F													
Reaching	F													
Standing	F													
Sitting	O													
Stooping	F													
Twisting	F													
Vision	C													
Walking	F													

Physical Demands Description

(The following descriptions are provided as an example of potential physical and/or sensory activities and does not address the potential for reasonable accommodation; it is intended as general examples of possible physical/sensory demands that might occur during the performance of the position functions/duties and are not intended to be all inclusive.)



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- Bending/Stooping/Twisting - set-up/tear-down worksite, construction, trash/garbage/debris removal, digging/shoveling, trenching, concrete/asphalt work, manual/physical labor, etc.
 - Climbing/Balancing - Ladders, stairs, equipment, vehicles, uneven terrain, etc.
 - Fine Dexterity - phone, tools, equipment, etc.
 - Foot Controls - driving, operation of equipment, manual labor, uneven terrain, etc.
 - Hearing - phone, two-way radio, traffic, communication with co-workers, supervisor, customers, etc.
 - Kneeling/Crouching/Crawling - set-up/tear-down worksite, construction, trash/garbage/debris removal, equipment maintenance/repair, manual labor, etc.
 - Lifting/Carrying/Pushing/Pulling/Reaching/Handling - Up to 50lbs - work aids, equipment, tools, materials, set-up/tear-down worksite, construction, trash/garbage/debris removal, concrete/asphalt work, etc.
 - Standing - Concrete/asphalt work, trash/debris removal, setting up/tearing down work area, flagging, etc.
 - Talking - Communication with co-workers, supervisor, and customers, two-way radios, phone, etc.
 - Vision - driving, equipment, hand tools, power tools, etc.
 - Walking - to and from shop, to and from buildings, at worksite, trash/garbage/debris removal, concrete/asphalt work, uneven terrain, etc.

Work Environment

Duties are performed primarily within an outdoor environment or setting. Possible exposure to electrical and chemical hazards; water; vibration; loud noise; inclement weather; dust, allergens, mold, extreme temperatures, etc.

Machines, Tools Equipment and/or Work Aids

(The following list is intended to provide examples of machines, equipment, tools and/or work aids that might be needed to perform position functions/duties and should not be construed as a comprehensive or complete catalog. This list does not include and does not supersede any requirements with respect to safety or protective equipment, uniforms, apparel, gear or apparatuses required for the performance of any duties described herein.)

Heavy equipment, vehicle, hand-held and power tools and equipment, hard hat, safety and/or protective clothing (e.g., hardhat, goggles, gloves, ear, etc.), composite-toed safety boots/shoes, mobile communication devices, etc.

Safety Requirements

The employee is required to follow all safety procedures as outlined in the Lake Dallas Safety and Personnel Manuals and by industry standards and/or known practices.

Acknowledgements

This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment with the City of Lake Dallas. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential tasks.



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The above statements are intended to describe the general nature and level of work to be performed by individuals assigned to perform the duties of this job. The descriptions are not intended to be an exhaustive list of all responsibilities, duties and skills required of the person or persons classified in this position. This job description is subject to change by the City of Lake Dallas as the needs of the City and job requirements demand. By signing below, the Employee agrees that they have reviewed the above job functions, requirements and acknowledgements and affirms the ability to perform them.

Employee Print Name & Sign

Date