

CITY OF SHENANDOAH, TEXAS - Job Description

February 2019

JD No. 30-07

Identification

Position Title:	Field Service Representative
Department:	Department of Public Works
Supervises:	None
Immediate Supervisor:	Field Service Crew Leader or Utilities & Maintenance Supervisor
FLSA:	Non-Exempt
Pay Grade:	H-2

Job Summary:

Performs skilled work in the maintenance of public facilities. Does related work as required. Work is performed under the regular supervision of the Field Service Crew Leader or the Utilities & Maintenance Supervisor if the Crew Leader position is not filled.

Principal Duties & Responsibilities:

- Participates in park, building and public facility maintenance and repair activities
- Participates in the trimming and mulching of park areas
- Maintains and inspects walkways and roads
- Participates in the preparation of park and recreational facilities
- Repairs and maintains electrical, plumbing, and mechanical equipment and systems, prepares equipment and systems for general use
- Maintains time and material records
- Gathers necessary equipment and supplies under general parameters established by the department and City of Shenandoah for which a purchase order exists
- Repairs and maintains vehicles, mowers, tractors and small hand tools
- Assists with pool area maintenance when requested
- Repairs and maintains playground and picnic equipment and a variety of park related facilities
- Performs related tasks as required and assigned

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of the practices and procedures of the park, buildings, and public facilities maintenance
- Thorough knowledge of methods and equipment used in park maintenance activities
- Some knowledge of building and equipment maintenance and construction techniques
- Some knowledge of general playground safety requirements
- Ability to communicate and maintain work effectively with associates
- Ability to communicate with customers

Machines, Tools, Equipment, and Work Aides:

Operates commercial vehicles, tractors, small hand tools and any additional maintenance equipment as required.

Education, Certification, & Experience Required:

Must have combination of education and experience equivalent to graduation from high school or equivalent certification. Possession of a valid Texas driver's license. Possession of TCEQ Water and/or Wastewater licenses is preferred.

Physical and Environmental Conditions:

Duties are generally performed citywide in both indoor and outdoor settings. This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; Work requires climbing, stooping, kneeling, crouching, standing, walking, pushing, lifting, and pulling; This position is subject to outside environmental conditions, extreme cold, extreme heat, hazards, and atmospheric conditions.

Special Requirements:

No DWI or drug related convictions. Must be on call 24 hours a day, 7 days a week.

This job description is not an employment agreement or contract. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. Due to major duty changes, technology and service demands and other events, the City of Shenandoah has the exclusive right to alter this job description at any time. In the event your job description changes you will be notified and provided a copy for your signature.

Signature/Approval:

Employee

Date

Department Director/Supervisor

Date