



CITY OF RICE Job Description

Position: Public Works

Reports To: City Administrator

Salary: \$15-\$20 HR

Department: Streets/Maintenance

Status: Full-Time

Hours: 7:00 am-3:30pm

Job Summary:

Under general supervision, performs skilled and unskilled maintenance and repair work.

Duties and Responsibilities:

Street repairs, loading and unloading equipment and supplies, maintenance, and operation of heavy equipment. Perform routine building and grounds maintenance/janitorial work and other duties as assigned related to streets, parks, right-of-way, and special events.

Operate a variety of tools and equipment.

Will use Work Orders to plan daily activities.

Parks

- Pick up litter and debris from the park grounds and empty trash cans.
- Landscape maintenance includes the maintenance of irrigation systems, trees, flowers, and shrubs.
- Picking up brush, limbs, etc and burning.
- Perform other duties as assigned.

Streets

- Pick up litter and debris from street easements.
- Clean out ditches and culverts.
- Load and haul brush and debris
- Maintenance of streets and right of ways including patching potholes, spreading gravel, grading gravel roads, cleaning ditches, etc
- Maintenance and repair of street signs
- Experience operating heavy equipment.

Skills and Specifications:

- Physical ability to lift 50-pound bags, bend, climb and work in ditches.
- Knowledge of basic operation and maintenance of light and heavy-duty equipment.
- Inspect work sites before, during and after completion to ensure work has been completed and all standards have been met.
- Make daily field decisions.
- Safe work procedures are necessary to protect fellow workers, and the public.
- Clean culverts, drains and parkways.
- Understand and follow oral and written instructions.
- Drive truck to haul supplies, equipment and material.
- Work independently in the absence of supervision.
- Prepare daily reports detailing daily production and work activities performed.
- Obtain bids and quotes for projects.

Education and Qualifications

High School diploma or equivalent required. The ability to read, write and communicate at a level sufficient to carry out assigned duties. Minimum of two years' experience in the general field of maintenance, including the operation of light or heavy-duty equipment.

Must have a valid driver's license.

Employment Requirements

The City of Rice is committed to a safe and professional workplace.

Applicants must:

- Maintain a 100% drug-and alcohol-free workplace
- Pass a pre-employment drug screening
- Have and maintain a valid Texas Driver's License
- Maintain a satisfactory driving record
- Demonstrate regular attendance and punctuality
- Successfully complete a one-year probationary period
- Pass a criminal history check