



## CITY OF RICE Job Description

**Position:** Maintenance Worker

**Reports To:** City Administrator

**Salary:** \$12-\$15 HR

**Open to Internal and External Applicants**

**How to Apply:** Send resume to [cityadministrator@ricetx.gov](mailto:cityadministrator@ricetx.gov)

**Department:** Streets/Parks

**Status:** Part-Time or Full-Time

**Open till filled**

**Equal Opportunity Employer**

### **Job Summary:**

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

### **Duties and Responsibilities:**

Minor street repairs, loading and unloading equipment and supplies, maintenance, and operation of equipment. Performs routing building and grounds maintenance/janitorial work and other duties as assigned related to streets, parks, buildings, right-of-way, code compliance and special events.

Operate a variety of tools and equipment including power tools, lawn mowers, trucks, and tractors; perform general maintenance duties including refueling, changing oil, and lubricating machinery parts; and perform other related duties as assigned.

- **Parks**

1. Pick up litter and debris from park grounds and empty trash cans
2. Landscape maintenance including the maintenance of irrigation systems, trees, flowers, and shrubs

- **Streets**

1. Pick up litter and debris from street easements.
2. Clean maintenance building.
3. Clean out ditches and culverts
4. Load and haul brush and debris
5. Drive city vehicle between work sites
6. Maintenance of streets and right of ways including patching potholes
7. Maintenance and repair of street signs

8. Services and performs other routine inspections to ensure equipment is in properly working condition.

- **Municipal Buildings**

1. Building and facilities maintenance and repairs including repairing restrooms and other facilities
2. empty and clean trash receptacles at various locations
3. floor maintenance
4. painting
5. Other building and facility repair, construction, and maintenance

**Skills and Specifications:**

- Meets the physical requirements necessary to perform required duties safely and effectively.
- Knowledge of basic operation and maintenance of light and heavy equipment.
- Make daily field decisions.
- Safe work procedures necessary to protect the employee, fellow workers, and the public.
- Properly operate a variety of light and heavy equipment as assigned.
- Understand and follow oral and written instructions.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Work independently in the absence of supervision.
- Keep records.
- Prepare daily reports detailing daily production and work activities performed.

**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 a general field of maintenance, including the operation of light or heavy equipment.