



CLASS TITLE:	MAINTENANCE WORKER I
HOURLY RATE:	\$10.1016 / GRADE 503
DEPARTMENT:	POLICE ADMINISTRATION

GENERAL DESCRIPTION OF CLASS:

Performs general inside and outside building and grounds maintenance activities to include: cleans, sweeps, waxes, paints, performs carpentry and building repair duties; mows, trims trees, digs ditches and trenches; cleans and sweeps parking lots and surrounding areas.

ESSENTIAL TASKS:

Performs routine landscaping maintenance such as trimming trees, hedges, bushes and mowing lawns.

Operates a variety of powered and hand operated machinery and equipment to facilitate maintenance and repair of police buildings.

Performs grounds upkeep using weed eater, yard tools, and gas mower.

Performs general inside cleaning and maintenance of Police buildings to Include: cleans, sweeps, waxes, dusts, empties trash, and performs minor building repairs.

Paints, cleans parking lots and surrounding areas and generally maintains all Police facilities and grounds up to the standard of cleanliness and safety expected by the general public.

Performs carpentry duties on Police facilities to include: construction and repairs of existing furniture, shelving and other structures.

Performs work in emergency situations as required.

Performs related tasks as necessary.

INVOLVEMENT WITH DATA, PEOPLE AND THINGS

DATA INVOLVEMENT:

Requires comparing or inspecting items against a standard.

PEOPLE INVOLVEMENT:

Requires serving others such as customers; attends to their requests and exchanging information with them.

INVOLVEMENT WITH THINGS:

Requires handling or using machines, tools or equipment that requires brief instruction or experience such as hand and power tools, buffers, floor polishers, vacuum sweepers, outdoor hand held power equipment, and small mowers.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing routine work using common sense.

MATHEMATICAL REQUIREMENTS:

Requires comprehending basic addition and subtraction, such as measuring.

LANGUAGE REQUIREMENTS:

Requires comprehending simple signs, labels, symbols; understanding routine lists of instructions when explained; little or no reading or writing required by the job; basic speaking skills not necessarily including complete sentences.

MENTAL REQUIREMENTS:

Requires simple, repetitive, manual and operating tasks involving a few definite procedures; requires minor short term planning and attention for accurate results.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Requires very few decisions, affecting only the individual; works in a very stable environment with clear and uncomplicated written/ oral instructions.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/ EDUCATIONAL PREPARATION:

Requires a High School diploma or GED.

SPECIAL CERTIFICATIONS AND LICENSES:

Valid TX Drivers License

EXPERIENCE REQUIREMENTS:

Requires minimum three months of work related experience.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL DEXTERITY REQUIREMENTS:

Requires medium to heavy work that involves walking or standing virtually all of the time, exerting between 50 and 100 pounds of force on a recurring basis, considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/ dim light, dusts and pollen, extreme heat and/ or cold, wet or humid conditions, extreme noise levels, fumes and/ or noxious odors.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, and field of vision, hearing, and speaking.

ADA COMPLIANCE:

The City of Brownsville is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

BENEFITS:

The City of Brownsville participates in a generous retirement plan with retirement opportunities available at 5 or 20 years of continuous service. The City has an exceptional employee and family medical and dental insurance plan. Employees may also contribute to deferred compensation plans from Nationwide or VALIC or supplemental insurance plans from AFLAC and Colonial Life. Full time employees have an appealing leave plan of sick and annual accumulations totaling 10 days each year. Additionally, the City of Brownsville observes 12 holidays annually.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. The incumbents may be requested to perform job related responsibilities and tasks other than those stated in this specification. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

This position is contingent upon continued availability of funds.

EEOC Statement:

The City of Brownsville does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.