



City of Sandy Oaks

is seeking candidates for a

Public Works Employee

The City of Sandy Oaks is recruiting for the position of Public Works Employee.

The Public Works Employee performs a variety of semi-skilled to skilled tasks utilizing hand tools and operates a wide variety of small and heavy equipment for the construction and maintenance of the city's property including parks, rights-of-way, buildings, equipment and other city property.

Work is discussed daily with the City Administrator or City Clerk. Employees are expected to perform routine tasks with minor supervision. The City Administrator, or designee, provides direction and oversight on special projects and work assignments. There is frequent interaction with the general public and other city departments. The City Administrator, or designee, reviews and evaluates job performance.

Annual rate of pay: \$26,000.00 to \$29,120.00 depending on experience

Duties/Responsibilities

The general duties and responsibilities of the position are to perform routine daily operation and maintenance activities for the city's streets, parks and buildings and to respond to emergency needs, as required. The following is a description of some of the specific duties and responsibilities for this position. These are not to be construed as exclusive or all-inclusive as other duties may be required and assigned:

Parks

- Perform custodial work including cleaning shelters, restrooms, collecting and disposing of refuse, and similar tasks.
- Maintain grass areas in park, rights-of-way, and other public places, including mowing, trimming, fertilizing, watering and weed control, utilizing all types of mowing and trimming equipment.
- Maintain outdoor play areas.
- Able to work independently on routine tasks.
- Conduct maintenance of park buildings, refuse containers, picnic tables, benches, play equipment, fencing and parking areas.
- Brushing, trimming, planting and care of trees and shrubs.
- Perform all duties in conformance with city's policies as described in the employee handbook.
- Required to work weekend or evening hours, if directed.

- Foster a productive and collaborative work environment by coordinating work efforts with other city departments and employees.

Streets and Drainage

- Performs manual labor i.e. hand shoveling of sand, asphalt, and other materials on an occasional basis as well as raking and sweeping.
- Learn and become proficient in the city's procedures for all types of work performed (e.g. asphalt patching and paving, concrete pavement and curb and gutter repairs, yard waste handling, shouldering, ditching, storm sewer maintenance and repairs, etc.).
- Routine servicing and light maintenance of equipment.
- Occasionally subject to work outside of a normal work hour/week schedule as weather or circumstances dictate, e.g. rain/windstorms, tornados, fires, accidents, or other events requiring response to protect the public as a result of natural or man-made circumstances. Typically these events occur on an un-scheduled basis.

Additional Duties and Responsibilities

- Ability to operate heavy equipment used in the construction and maintenance of city roads and facilities.
- Assist with polling station set up and breakdown during election.
- Assist with administrative duties that may include answering phones, drafting letters/documents and various other office work.
- Perform related work as required or assigned by the City Administrator or designee.
- Perform any other task which the employee is asked to perform.

Qualifications

- High school diploma or equivalent with experience in construction, operation, and maintenance of parks, streets, buildings and grounds, or any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the job.
- Possession of a valid Texas Class C Driver's License with a good driving record.
- Must be able to pass physical evaluation, pre-employment screening.
- Candidate must be a team player and able to undertake assigned tasks in a respectful, safe, efficient manner.

Resumes will be accepted through the end of business July 17, 2020 by emailing cityclerk@cityofsandyoaks.com or by mail to City of Sandy Oaks, Attn: City Clerk, P.O. Box 828, Elmendorf, TX 78112.

The City of Sandy Oaks is an Equal Opportunity Employer.