

**CITY OF DENISON**  
**PUBLIC WORKS MAINTENANCE WORKER II**  
**FLSA Status:** Non-exempt

**Summary:** Perform a variety of duties involved with the Public Works Department including street and alley maintenance, Early Warning Flood system maintenance and all flood control measures. Performs department related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Ability to work independently with minimal supervision.

**ESSENTIAL FUNCTIONS, DUTIES and RESPONSIBILITIES**

- Provides a high level of customer service at all times; project and maintain a positive image on behalf of the city of Denison with those contacted in the course of work.
- Works and acts as a team player within area of assignment and in all interactions with other city departments.
- Operates all equipment required by a Maintenance Worker I plus front-end loader, spreader, roller and other comparable equipment as assigned.
- Finishes concrete with finishing machine or trowel. Lays brick for manholes and catch basins. Builds curbs and forms with concrete.
- Stripes and marks streets, parking lots and curbs. Raises manhole covers and repairs manholes.
- Drives truck and loads fallen tree limbs and roadside trash onto truck and delivers refuse to landfill.
- Repairs streets and sidewalks with asphalt, cold patching materials and concrete. Removes and replaces damaged traffic signs.
- Operates snow removal equipment to maintain streets, sidewalks and driveways. Repairs or replaces building brick, stone and concrete.
- Maintains and repairs wood parts of buildings.
- Replaces worn or damaged parts such as hoses, wiring and belts, in machines and equipment such as truck, street sweeper and riding mower.
- Cuts grass and trims weeds on city property and parks.
- Cleans buildings, washes windows and empties trashcans.
- Weeds and maintains flowerbeds.
- Fertilizes and sprays plants, grass and trees.
- Paints interior and exterior walls and trim.
- Makes sure all Early Warning Flood System gauge stations are in working order at all times.
- Brings the Early Warning Flood System on line by March 15th and offline by November of each year.
- Tests the system to make sure the entire system operates.
- Inspects each gauge station by site visit, inspect and clean all equipment. Repair flood warning computer hardware.
- Polls flood stations no less than twice per month and save data. Makes reports with gathered data.

- Works during times of weather alerts and in adverse or flooding conditions.
- Installs or supervises the installation of various flood control measures including but not limited to flood gates and sand bags.
- Attends seminars and meetings to maintain current knowledge of flood system maintenance and US Army Corps regulations.
- Maintains files and records related to Early Warning Flood System, routinely inspects flood control devices; prepares a variety of written reports, memoranda and correspondence.
- Inputs and retrieves a variety of information using a computer terminal. Assists with maintenance and testing of equipment and apparatus.
- Acts as City representative at Flood Committee meetings.

### **COMPETENCY**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Problem Solving:** Identifies and resolves problems in a timely manner; Works well in group problem solving situations.
- **Customer Service:** Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- **Interpersonal Skills:** Interpersonal skills using tact, patience and courtesy.
- **Oral Communication:** Communicates clearly and professionally with co-workers, superiors and the public; Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- **Ethics:** Treats people with respect; Keeps commitments; Works with integrity and ethically; Upholds organizational values; Performs related duties and responsibilities as required.
- **Organizational Support:** Follows policies and procedures; Completes tasks correctly and on time; supports organization's goals and values.
- **Judgment:** Exhibits sound and accurate judgment.
- **Professionalism:** Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality:** Demonstrates accuracy and thoroughness.
- **Safety and Security:** Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly; Performs clean-up activities; maintains a safe and clean working environment
- **Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- **Initiative:** Volunteers readily; Asks for and offers help when needed.

### **QUALIFICATIONS**

Knowledge of:

- General codes, city code, ordinances, laws and regulations. Safe and efficient work practices.
- Principles, practices, methods and techniques of Early Warning Flood System.

- General City services and municipal organizational structure as they relate to the department.
- Computer technology.
- Electrical, plumbing and construction techniques. Fire prevention techniques.
- OSHA requirements.

Ability to:

- Learn, interpret and apply State and local policies, procedures, laws and regulations.
- Maintain and update records, logs and reports.
- Resolve conflicts in a positive manner.
- Respond to inquiries, complaints and requests for service in a fair, tactful and firm manner.
- Work independently in the absence of supervision.
- Operate and use modern office equipment including the flood computer.
- Work with Computer IT Specialist with all components of the Early Warning Flood System and necessary repairs and/or replacements.
- Communicate clearly and concisely, both orally and in writing.
- Ability to use cell phone and two-way radio.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain computer records and statistics for the Early Warning Flood System.
- Perform routine inspections and maintenance of all flood protection devices.
- Analyze situations accurately and adopt an effective course of action.
- Observe legal and defensive driving practices.
- Work courteously and tactfully with customers and employees.
- Work in all weather conditions.

**Other Qualifications:** Skill in the operation of heavy equipment under all types of weather conditions. Ability to make minor repairs and adjust heavy equipment.

**Licenses and other Requirements:** Valid State Chauffeur license and proof of good driving record.

### **EXPERIENCE, TRAINING, SKILLS AND ABILITIES**

- High school diploma required.
- Electrical, plumbing, mechanical and construction trades.
- Computer experience.
- **Language Skills:** Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to sit. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 120 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT / WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions; fumes or airborne particles; outside weather conditions; extreme cold; extreme heat and vibration. The employee is occasionally exposed to high, precarious places. The noise level in the work environment is usually loud.

Office and inspection site environment; exposure to dust and noise; climbing, stooping, lifting, confined areas; seasonal heat and cold or adverse weather conditions; driving a vehicle to conduct work. Moving machinery and tools.

### **DISTINGUISHING FEATURES OF THE CLASS**

The class differs from Maintenance Worker I because of the higher degree of skill required and the greater consequences of errors in the form of damage to more expensive equipment.

### **RESIDENCY REQUIREMENTS**

Must live within a 5-minute normal drive time to the Denison Fire Station – Flood control office and the Denison Public Works department.

### **REPORTS TO**

This position reports directly to the Denison Assistant Public Works Director/Denison Street Commissioner/Flood Levee Supervisor.