

City of Alamo

JOB TITLE:	Maintenance Helper	APPROVED BY CITY COMMISSION
DEPARTMENT:	Street and Sanitation	DATE: <u>04/18/1995</u>
DEPT. NO.:	1800	SALARIED:
SUPERVISOR:	Public Works	HOURLY: XXX
FULL TIME:	XXX	EXEMPT:
PART TIME:		NON-EXEMPT: XXX

JOB SUMMARY: Perform manual labor, uses tools and equipment required to maintain, repair, and construct streets, drainage, and alley system; does related work as required.

ESSENTIAL JOB FUNCTIONS: Assists in cleaning, washing, maintaining, and servicing of tools and equipment. Use hand saw, skill saw, chain saw, drill press, vibrator, bolt cutter, pick axe, air compressor, jack hammer, and other tools as needed.

OTHER JOB FUNCTIONS: Subject to after-hours call-out for emergency situations.

WORKING CONDITIONS AND PHYSICAL DEMAND: Outside, hot, cold, wet, damp, muddy, dusty, noisy; pushes, pulls, and drags materials; kneels, crawls, lays, squats, stoops, and bends when performing duties.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENCES: Completion of 11th grade, high school diploma/GED preferred. Commercial drivers' licenses, Class C.

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILL: Experience in construction field preferred.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alamo. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management to interpret these duties and expectations.

Employee (print name): _____ **Sign:** _____

Date