



# EMPLOYMENT NOTICE

**The City of Manor is seeking a qualified applicant for the position of Streets Maintenance Worker.**

The Street Maintenance Worker performs various duties associated with the maintenance, repair, and construction of streets, driveways, sidewalks, drainage ditches, and City-owned land and facilities to keep the city clean, organized, and a comfortable living space for the community. Assist the Utilities department when needed.

## **Essential Functions:**

**NOTE: Regular attendance is considered an Essential Function for this position.**

- Duties associated with maintenance, repair and construction of streets, driveways, sidewalks, drainage ditches, and city-owned land and facilities – patch asphalt. Installation and repair of street signs.
- Operates construction and maintenance equipment such as trucks, backhoes, and rollers for various construction and maintenance operations involving streets, sidewalks, curbs, gutters, driveways, ditches, and rights-of-way.
- Use concrete cutting and breaking equipment; operate jackhammer; pour and finish concrete; construct concrete forms; and perform rough carpentry work.
- Conduct safety inspections of vehicles and equipment set up traffic safety devices such as cones, signs, and barricades as necessary. Redirect traffic as needed. Wear protective and safety gear as indicated for the work assigned.
- Prepares, gathers, and transports tools, materials, supplies, and equipment necessary to complete work assignments.
- Cleans and repairs work site upon completion of construction, including laying grass, replanting trees, and repairing damaged surfaces.
- May be actively involved in emergency operations.
- Performs other duties as assigned.

## **Working Conditions:**

The work condition characteristics described here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Most work occurs outdoors in extreme temperatures, including heat, cold, temperature swings, and inclement weather. Subject to sunburn and other sun exposure reactions.
- Exposure to traffic, dust, fumes, and loud noise is routinely encountered in maintenance operations.
- Exposure to vibration, airborne particles, petroleum distillates, toxic or caustic chemicals, dust, fumes, loud noise, and risk of electric shock. They may be exposed to falls from elevated areas.
- Exposure to herbicides, pesticides, and fertilizers.

- Exposure to stinging and biting insects, poisonous plants, snakes, and other wildlife.
- May encounter occasional stressful situations.
- Work includes responding to emergencies, some weekends, holidays, and after-hours. Attendance is usually required at City Council meetings, most of which occur after hours.
- Work requires travel to purchase supplies or parts or may require travel to attend training or conduct City business that could include overnight stays.
- Flexible hours, including weekends, holidays, and some after-hours work or overtime, in response to emergencies or repairs.

**Education/Experience Required:**

- High School diploma/GED required.
- One year experience in maintenance/construction or equivalent experience.
- Any similar combination of education and experience.

**Other Requirements:**

- Valid Texas Class C Driver’s License with a satisfactory driving record, as defined by City policy.
- Proof of citizenship and eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test and non-DOT physical.

**Department: Streets**

**Location: Manor, Texas**

**Job Status: Full-Time**

**Hourly Rate: \$21.58- \$23.24**

**Schedule: Monday – Friday, 8:00 AM – 5:00 PM**

**Job Close Date: Open until filled**

For a complete job description, please contact the City of Manor Human Resources Department at (512) 272-5555.

All applicants must complete an employment application and submit it to the Human Resources Department at 105 E. Eggleston St. Manor, TX 78653, by e-mail at [jobs@manortx.gov](mailto:jobs@manortx.gov). Resumes will not be accepted instead of a COM Application.

Applications: [www.cityofmanor.org](http://www.cityofmanor.org).

The City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

**The City of Manor is an Equal Opportunity Employer**