



EMPLOYMENT NOTICE

The City of Manor is seeking a qualified applicant for the position of Street Crewman.

The Street Crewman performs a variety of duties associated with 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 include, but are not limited to:

- 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.
- Clean ditch lines by digging and clear obstructions and debris in drainage ditches.
- Operates construction and maintenance equipment such as trucks, backhoes, and rollers for a variety of 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.
- Conducts 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.
- Landscaping (mowing, weed-eating) of right-a-ways.
- Assist/Backup Meter Technician when needed – cut-offs and reconnects at water meters – also read meters, sewer backups/water leaks.
- May be actively involved in emergency operations.
- Performs other duties as assigned.

Working Conditions:

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

- A portion of work takes place in an outdoor setting 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 that are routinely encountered in maintenance operations.
- Exposure to stinging and biting insects, poisonous plants, snakes and other wildlife.
- May encounter occasional stressful situations.
Work includes response to emergency situations, some weekends, holidays and some after hours.
- Must possess the ability to access remote sites that may require climbing and traversing rough terrain, possibly in all weather conditions.
- Must be able to use step-stools or ladders and use such to store and retrieve items of various sizes, shapes and forms.
- Lift and/or carry up to 80 pounds, and pull, push or drag up to 150 pounds of files, equipment and/or other materials.

Education/Experience Required:

- High School diploma/GED required.
- Two (2) years of experience in maintenance/construction or equivalent experience.
- Any similar combination of education and experience.

Other Requirements:

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

Department: Street

Location: Manor, Texas

Job Status: Full-Time

Hourly Rate: \$18.43-\$21.69

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. or by mail at P.O. Box 387, Manor, Texas 78653 or by fax 512-272-8636.

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

