



EMPLOYMENT NOTICE

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

Performs daily operations relating to the City's municipal water/wastewater system including complying with all state and federal regulations and fulfills a variety of duties associated with general maintenance of water and wastewater collection system infrastructure.

Essential Functions:

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

Duties include, but are not limited to:

- Assist with repairing water/wastewater lines; maintain and repair meter boxes and water/wastewater facilities.
- Conduct water/wastewater quality tests and record results in accordance with established schedules and procedures
- Performs repairs and maintenance to wastewater collection systems, booster pumps, generators, fire hydrants, and lift stations. This may include but is not limited to electrical, plumbing and construction maintenance, operation and repairs.
- Reads gauges, charts, blueprints, meters and other metering devices.
- Operates a variety of commercial equipment including but not limited to tractors, trenchers, front-end loaders, backhoes, bobcat, skid-loader and other heavy equipment for a variety of construction and maintenance operations involving water and sewer system maintenance and repairs.
- 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 washing down the street.
- Troubleshoots and identifies water and wastewater flow problems and performs corrective action.
- Assist/Backup Meter Technician when needed – cut-offs and reconnects at water meters – also read meters, sewer backups/water leaks.
- Maybe actively involved in emergency operations. Performs other duties as assigned.

Education/Experience Required:

- High School diploma/GED required.
- Two (2) years of experience in maintenance/construction or equivalent experience.
- TCEQ Water Operator Class C Distribution License or TCEQ Wastewater Collection Class II License.
- Any similar combination of education and experience.

Other Requirements:

- High School diploma/GED required.
- One (1) years of experience in maintenance/construction or equivalent experience.
- TCEQ Wastewater Collection Class I License within six months and Operator Class C within two years.
- Any similar combination of education and experience.

Department: Utilities**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