

City Maintenance Worker	
Posting Date	September 09 th 2020
Classification	Full Time
Deadline Date	Until Filled

The City of Tool is seeking candidates for the position of a City Maintenance Worker. The position is full time with a competitive benefits package including paid medical, dental, vision and life insurance, Retirement, PTO leave and holiday pay. Salary contingent on experience.

Applications are accepted in person Monday – Friday from 8:00 am until 4:00 pm by the Office of the City Secretary. You may also email completed applications to jobs@tooltexas.org or send it by regular mail.

Applications may be obtained in person at 701 N. Tool Dr. Tool, TX 75143 or online at www.tooltexas.org under forms. Strong resumes may be accepted in lieu of an application.

The City of Tool is an Equal Opportunity Employer of Qualified Applicants

Job Description

- Under the Supervision of the Maintenance Supervisor, primary responsibilities are mowing, maintenance and upkeep of all City grounds and right of ways throughout the City.
- Operates commercial equipment to include trimmers, edger, zero turn lawn mowers, tractors, weed-eaters, chippers, welders, chain saws, various hand tools, vehicles, and other light to heavy equipment
- Performs a variety of skilled, semi-skilled or unskilled tasks in the maintenance of City facilities, right of ways, culverts, tree trimming, and other related duties as required.
- Collects and disposes of trash in mowing areas, right-of-way areas, median areas, parks, and city buildings
- Performs regular inspections and preventative maintenance (including washing, checking, and servicing) on all equipment, vehicles, and facilities
- Assists in making preparation and clean-up for special events and functions
- Adheres to personnel, safety, and department policies and procedures
- Work requires climbing, stooping, kneeling, crouching, standing, walking, pushing, and pulling. This position is subject to outside environmental conditions, including extreme cold, extreme heat, hazards, and atmospheric conditions.

Qualifications

- Minimum Education of High School Diploma or Equivalent
- Must possess a valid driver’s license in order to use city vehicles and equipment
- Must be a citizen of the United States or have legal work status.
- No felony convictions within the last 10 years, No misdemeanors above a class C in the past 5 years.

Experience

Mowing and related equipment experience is preferred however, any candidate with a demonstrated ability to receive and execute instruction will be equally considered.

Skills Testing

Successful Candidates will undergo brief skills testing to determine level of experience and teachability in their knowledge of:

- Equipment Operations
 - Zero Turn Mower
 - Tractor Operations
 - Basic Hand Tool Identification

Benefit Summary

Benefit	Amount / Value	Notes
Medical	\$6,395	100% Paid by City
Dental	\$561	100% Paid by City
Vision	\$105	100% Paid by City
Life Insurance	\$25,000	Payable to anyone of your choice
Paid Time Off	80 hrs. / 120 hrs. / 160 hrs. / 200 hrs.	Year 0-2/ Year 2-5/ Year 5-10/ Year 10+
Longevity	\$150 / \$300 / \$10 per # of month employed	> 1Year / 12-30 Months / < 30 months
Holidays	11 Paid	
Retirement	\$2,000	1:1 Match, \$2,000 annual max