

City of Hawkins

Utility Maintenance Worker- Job Posting

The City of Hawkins is accepting applications for a Utility Maintenance Worker. High School Diploma or GED required. Valid Texas Driver's License Required. Must be able to obtain State Certification in Water and Wastewater.

Apply in Person at: Hawkins City Hall
 200 N Beulah St
 Hawkins TX 75765

Monday-Friday 7:00 am to 11:30 am and 12:00 pm to 3:30 pm

Apply online at: <http://hawkinstx.org>
Under employment tab.

JOB TITLE: UTILITY WORKER / PLANT OPERATOR

DEPARTMENT: PUBLIC WORKS

JOB SUMMARY: Under the supervision of the Public Works Director; maintains Parks and City grounds; Cleans and repairs streets; operation and maintenance of water distribution system and waste water collection facilities as assigned. Do any job in Water, Sewer, Streets, or Parks as required.

ESSENTIAL JOB FUNCTION:

1. Supervised by the Public Works Director;
2. Able to read, understand, and follow written and oral job instructions;
3. Able to write reports;
4. Maintenance of park facilities, city grounds, and right of ways;
5. Complete service orders from utility clerk or City Hall;
6. Read water meters;
7. Repair streets as necessary;
8. Lift , carry, pull, push or drag up to 100 pounds of equipment;
9. Able to climb, crawl, squat, twist, or stoop for extended periods of time while monitoring, recording, or repairing lines or equipment;
10. Able to work in confined spaces;
11. Able to work in heat or cold and inclement weather;
12. Use proper safety precautions when working with mechanical, electrical, odor, or dust hazards;
13. Monitor charts indicating water levels in storage tanks; interpret and respond to levels determining when a pump or combination of pumps need to be started or stopped
14. Monitor rate of flow meters; record readings and production on log sheets;
15. Collect bacteriological and chlorine residual water samples as required by TCEQ;
16. Keep facility clean during shift;
17. Perform emergency calls for water leaks and sewer leaks and blockages as needed;
18. Able to read, write, and speak the English language;
19. Communicate effectively and courteously with other city employees and the public.

REQUIRED EDUCATION, DEGREES, CERTIFICATION, AND/OR LICENSES:

High School Diploma or GED; Valid Texas Driver's License; Ability to obtain State Certification for Water and Sewer.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:

Experience performing work activities in construction, maintenance, and/or repair work. Experience in operation of mowing equipment.

Approved: _____

Effective: _____