CITY OF NATALIA
2078 State Hwy. 132 N. • P.O. Box 270 • Natalia, TX 78059-0270
(830) 663-2926 • Metro (830) 665-2206 • Fax (830) 663-3806

JOB DESCRIPTION: **UTILITY FIELD SERVICEMAN**
JOB STATUS: **FULL-TIME**
PAY SCALE: **$10.00 - $13.00 per hour**

JOB SUMMARY:
Performance of skilled and unskilled manual work in a safe and productive manner. Reads water meters, helps to maintain streets, water utility lines and other labor assignments as required. Operates various pieces of heavy and light equipment.

MINIMUM QUALIFICATIONS:
- High School Diploma/GED.
- Knowledge of business English, spelling and arithmetic.
- Acceptable office practices, procedures and use of standard office machines.
- Providing good customer service to public and co-workers.
- Preparing and understanding daily, periodic and special reports.
- Establish and maintain effective working relationships with other city team members and the citizens of Natalia as well as general public.
- Understand and carry out oral and written instructions.
- Bilingual is preferred but not required.

LICENSE/CERTIFICATES:
- Must have a current Texas Driver's License.
- Must possess, or have the will and ability to obtain, a valid TCEQ Class D Water and/or Wastewater Treatment Operator's license within one-year of employment.

DUTIES, FUNCTIONS AND RESPONSIBILITIES:
- Operate heavy and light equipment to perform duties necessary in utility systems or facilities.
- Performs routine maintenance on equipment and vehicles to include cleaning and inspection.
- Responsible for completion of work orders in a timely manner.
- Performs Water and Sewer connections, maintenance, inspections, and line repairs as needed.
- Constructs and maintains streets, alleys and roadways to include asphalt patching.
- Performs manual labor; shoveling, leveling, packing, loading or unloading dirt, gravel, asphalt, equipment or other materials necessary to perform tasks assigned.
- Assists in the trimming of trees, picking up brush and trash.
- Assists in the upkeep of City property; user mower, shredder, weed-eater and blower.
- Performs regular maintenance of City buildings and structures as needed.
- Included on rotating schedule of "on-call" roster for weekend duty.
- Will be assigned emergency duty.
- Assists other departments as needed or when required.
- Complies with OSHA requirements.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet in the office, and moderate to loud in the field. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Equipment, Machines, Tools, and Work Aids:
Mower, weed eater, blower, shredder, backhoe, roller, grader, water truck, utility truck.

FULL-TIME BENEFITS:
To enroll and receive any employee benefits, the employee must successfully complete his or her probationary period, unless otherwise specified.

- MEDICAL INSURANCE 100% Employee premium provided by City.
- DENTAL INSURANCE 100% Employee premium provided by City.
- VISION INSURANCE 100% Employee premium provided by City.
- LIFE INSURANCE 100% Employee premium provided by City.
- RETIREMENT PLAN 1-1% Matching Ratio (5% employee contribution required).
- HOLIDAY PAY 11 days annually.
- SICK LEAVE Accrues 96-hours annually (720 hour maximum accrual).
- VACATION LEAVE Accrues 40/80/120 hours based on years of employment.

ORGANIZATIONAL RELATIONSHIPS:

Department:	Utility
Direct Supervisor:	Public Works Director
Manager:	City Administrator
Supervises:	This is a non-supervisory position.
Other Relations:	Works closely with Utility Billing, Administration, Police/Code/Animal Enforcement

I,_____, understand the job description of the position I am applying for, and able to perform under the duties required.

_____ _____
Signature of Applicant Date

FOR CITY USE ONLY:

Interview: ____Yes ____No Interview Date: _____ City Interviewer: _____
Hired: ____Yes ____No Start Date: _____ Starting Hr Rate: _____

Comments:_____
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