

CIBOLO CREEK MUNICIPAL AUTHORITY
EMPLOYEE JOB DESCRIPTION

POSITION JOB TITLE: Facility Maintenance Technician Trainee **PAY GRADE:** 1

JOB DESTINATION: Water Reclamation Facility, Collection Systems & Administrative Office

REPORTING RELATIONSHIPS:

Immediate Supervisor: Assistant Facility Maintenance Superintendent

Department Supervisor: Facility Maintenance Superintendent

JOB SUMMARY/DESCRIPTION: The Facility Maintenance Technician position, under the direction of the Assistant Facility Maintenance Superintendent, is responsible for the overall maintenance of the Authority's properties, including collection system lift stations and Administrative office areas to ensure properties and facilities are continually maintaining to proper standards.

TYPICAL DUTIES: (May include, but not limited to the following):

1. Operates and maintains the assigned grounds equipment, machinery, vehicles and related appurtenances and reports to the Facility Maintenance Superintendent on any major equipment maintenance or repairs needed on equipment.
2. Performs routine grounds and roads maintenance on Authority facilities and properties including fence repair and maintenance associated with property fence lines.
3. Performs landscaping and building maintenance on the Authority's properties and administration office.
4. Performs basic pest control tasks on the Authority's property.
5. With direction from a Supervisor, assist the plant, collection systems or vehicle maintenance staff when needed including assisting in hose connection operations associated with the biosolids application program.
6. With direction from a Supervisor, performs on-site maintenance and irrigation operations on the Authority's reclaimed water storage facility which includes maintenance needed on the ponds floating cover. This also includes remote locations and sampling stations.
7. Works a scheduled 40 hour work week almost entirely in outside working conditions with the possibility of some overtime work.
8. Performs other tasks as requested by Supervisor(s)

JOB REQUIREMENTS:

1. Have a High School diploma or equivalent (GED).
2. Be able to read and write English legibly.
3. Have a valid Texas Drivers License and safely handle a trailer in tow,
4. Pass a pre-employment physical with drug screen.
5. Work a typical 8-hour Hour day. Hours may be extended.
6. Work involves walking, standing and driving from place to place.

7. Must complete a probationary period to achieve “Full Status” employment.
8. Must work towards obtaining a valid Class “D” Wastewater Operator Certification as issued by the Texas Commission on Environmental Quality is highly promoted.
9. Must be willing to travel to obtain certification training necessary for TCEQ Operator Certification.
10. Work overtime when necessary, with the possibility of emergency response.

ESSENTIAL JOB FUNCTIONS:

1. Communication skills, both written and oral.
2. Basic understanding of motor vehicles, mowers, grass/tree trimmers, blowers, tractors and tractor towed equipment, including trailers..
3. Understand Material Safety Data Sheets (MSDS).
4. Perform math skills and use a calculator.
5. Properly utilize personal protection equipment as required by appropriate safety protocols and procedures.
6. Climb up & down vertical ladders and staircases up to 40 feet.
6. Work in confined spaces.
7. Operate powered hand tools.
8. Lift loads of forty pounds chest high.
9. Walk several miles a day while operating a push mower or brush trimmer.
10. Perform basic first aid and CPR.
11. Employ sound judgment when performing duties.