

Worker I

Department: As Assigned

\$25,920.00 - \$28,800.00 Annually

Division: As Assigned

\$2,160.00 - \$2,400.00 Monthly

Supervisor: As Assigned

\$13.50 - \$15.00 Hourly

Salary: Non-exempt

Status: Full-Time

Education and Experience: A minimum of a High School diploma or GED is required and 1 year work experience in any of the following manual labor fields: utilities, construction, maintenance, paving, factory work, pipe laying, etc.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 12 months of employment depending on what City department Worker I is assigned to.

General Purpose

Under close supervision, using established procedures and receiving detailed instructions perform physical tasks as an entry-level Worker I in various City of Alpine Public Utility and Public Works Departments.

Typical Duties

- Performs labor intensive work.
- Assists in the completion of paperwork, forms and reports as necessary.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighting up to 50 lbs. unassisted.
- Safely performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Establish and maintain effective working relationships with other employees, city officials, and the public.
- Operate a variety of tools and equipment including trucks, hand-held computers and hand tools; perform general maintenance duties including refueling; make minor adjustments as necessary.
- Assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- All other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of City safety policies and procedures
- Skill at using hand tools and power tools.
- Skill at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Knowledge of Federal, State and Local laws.
- Skill in oral and written communication.

Worker II

Department: As Assigned

\$30,160.00 - \$35,360.00 Annually

Division: As Assigned

\$2,513.33 - \$2,946.67 Monthly

Supervisor: As Assigned

\$14.50 - \$17.00 Hourly

Salary: Non-exempt

Status: Full-Time

Education and Experience: A minimum of a High School diploma or GED is required and 2 years work experience in any of the following manual labor fields: utilities, construction, maintenance, paving, factory work, pipe laying, etc.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 12 months of employment depending on what City department Worker II is assigned to.

General Purpose

Under management supervision provide leadership to co-workers, using established procedures and receiving detailed instructions perform physical tasks and required paperwork as a mid-level Worker II in various City of Alpine Public Utility and Public Works Departments.

Typical Duties

- Performs labor intensive work.
- Records data and completes a variety of reports.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighting up to 50 lbs. unassisted.
- Safely performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.
- Reviews plans and specifications of work assignments.
- Provides direction, work assignments, leadership, and guidance to others.
- Learns how to respond to citizen questions, concerns and complaints.
- Establish and maintain effective working relationships with other employees, city officials, and the public.
- Operate a variety of tools and equipment including trucks, hand-held computers and hand tools; perform general maintenance duties including refueling; make minor adjustments as necessary.
- Facilitates and assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- All other duties as assigned.

Knowledge, Skills, and Abilities

Worker II

Department: As Assigned

Division: As Assigned

Supervisor: As Assigned

Salary: Non-exempt

Status: Full-Time

\$30,160.00 - \$35,360.00 Annually

\$2,513.33 - \$2,946.67 Monthly

\$14.50 - \$17.00 Hourly

- Knowledge of City safety policies and procedures
- Skill at using hand tools and power tools.
- Skill at operating a motor vehicle and motorized equipment.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to lead and train others.
- Skill at reading diagrams and technical drawings.
- Knowledge of Federal, State and Local laws.
- Skill in oral and written communication.

Worker III

Department: As Assigned

Division: As Assigned

Supervisor: As Assigned

Salary: Non-exempt

Status: Full-Time

\$34,320.00 - \$41,600.00 Annually

\$2,860.00 - \$3,466.67 Monthly

\$16.50 - \$20.00 Hourly

Education and Experience: A minimum of a High School diploma or GED is required and 4 years work experience in any of the following manual labor fields: utilities, construction, maintenance, paving, factory work, pipe laying, etc.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Further certification and licenses are required within 12 months of employment depending on what City department Worker III is assigned to.

General Purpose

Under general supervision leads personnel assigned to various City of Alpine Public Utility and Public Works Department. Works on assignments that are complex in nature where considerable judgment and initiative are required in resolving problems and making recommendations to management. In addition to physical labor tasks Worker III is required to be proficient in completing regulatory paperwork and reporting findings to supervisors.

Typical Duties

- Leads Workers I and II to perform labor intensive work.
- Records data and completes a variety of reports.
- Performs maintenance tasks in confined spaces.
- Performs construction and maintenance tasks that require climbing to heights.
- Performs construction and maintenance tasks that require lifting and carrying equipment and supplies weighting up to 50 lbs. unassisted.
- Safely performs operations and maintenance tasks that may require working in hazardous environments with exposure to hazardous chemicals, solvents, and adverse weather conditions.
- Performs tasks that require working various shifts, on-call and/or call back hours.

Worker III

Department: As Assigned

\$34,320.00 - \$41,600.00 Annually

Division: As Assigned

\$2,860.00 - \$3,466.67 Monthly

Supervisor: As Assigned

\$16.50 - \$20.00 Hourly

Salary: Non-exempt

Status: Full-Time

- Reviews plans and specifications of work assignments.
- Provides direction, work assignments, leadership, and guidance to others.
- Answers citizen questions and provides assistance to them.
- Establish and maintain effective working relationships with other employees, city officials, and the public.
- Operate a variety of tools and equipment including trucks, hand-held computers and hand tools; perform general maintenance duties including refueling; make minor adjustments as necessary.
- Facilitates and assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Assists in the set-up, operation and maintenance a variety of safety-related equipment according to utility safety procedures and SOP's.
- Assists in asset control and inventory activities.
- Leads basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assists in reading and interpreting maps, plans, drawings, meters and gauges.
- All other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of City safety policies and procedures
- Skill at using hand tools and power tools.
- Skill at operating a motor vehicle and motorized equipment.
- Skill in handling multiple tasks and prioritizing.
- Skill in data analysis and problem solving.
- Skill in planning and organizing.
- Ability to understand and follow written and verbal instructions.
- Ability to read and follow technical guidelines and standard operating procedures.
- Ability to lead and train others.
- Skill at reading diagrams and technical drawings.
- Knowledge of Federal, State and Local laws.
- Skill in oral and written communication.

Other Job Characteristics

- Lifts and carries up to 100 pounds.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work.
- Exposure to hazardous environmental conditions, occasionally exposed to wet and/or humid conditions, hazardous materials, and chemicals.
- Works in a confined space using proper safety gear, climbs, crawls, kneels, stoops, and twists for extended periods of time.

Worker III

Department: As Assigned

Division: As Assigned

Supervisor: As Assigned

Salary: Non-exempt

Status: Full-Time

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\$16.50 - \$20.00 Hourly

- Work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name