



MAINTENANCE DIRECTOR JOB DESCRIPTION

Approved 5/15/2018

A. GENERAL PURPOSE

Under minimal supervision, provides overall maintenance to City properties, facilities, and structures, and other duties as assigned; performs a wide variety of semi-skilled tasks involving the maintenance and repair of facilities, including recreation facilities and equipment. Under general direction of the Public Works Director.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains City Hall building, park amenities, outbuildings, and other City facilities.
2. Maintains and inventories city owned vehicles, tools, equipment, and supplies.
3. Coordinates routine and emergency maintenance.
4. Building Security: insures operational integrity of locks, doors, etc. in City facilities.
5. Assess incidents/complaints for purpose of resolution.
6. Inspects construction and repair work performed by others for City.
7. Performs minor electrical, plumbing, carpentry, concrete work, painting, and landscaping.
8. Assists in performing tree-care maintenance in parks, open spaces, along trails, and in other City properties as needed.
9. Picks up and disposes of litter and debris.
10. Removes and impounds signs illegally erected on City property or in public right-of-way.
11. Respond to emergency calls during and after regular work hours.
12. Develops annual maintenance schedule.
13. Assists in development of annual maintenance budget.
14. Prepares monthly maintenance reports to Public Works Director and Parks & Community Services Director.
15. Attends City Council and City Commission/Committee meetings as needed.
16. Assists in Founders Day Festival, Christmas on Mercer Street, Farmers Market, and other community event preparation and activities as needed.
17. Works in conjunction with Dripping Springs Youth Sports Association, Dripping Springs Adult Softball Association, and others regarding maintenance of leased/joint use facilities.
18. Fulfills daily maintenance call requests/requirements received at City Hall and assigned

- by the Public Works Director.
19. Supervises Maintenance Workers and Parks Maintenance Worker(s) in day to day activities.

C. EDUCATION AND EXPERIENCE

Must possess strong background in maintenance, carpentry, grounds maintenance, and general contracting. Must work productively and independently. Must possess High School Diploma or GED **PLUS** five (5) years of general maintenance experience is preferred but applicable work experience may be substituted. Must possess a valid Class C Texas Driver's License, clean driving record and working vehicle. Must exhibit a professional demeanor and positive communication skills. Standard First Aid and C.P.R. certifications desirable but not required.

D. TOOLS AND EQUIPMENT USED

Front-end loader with box blade/arena drag, skid steer, trailer, mowing equipment, string trimmer, motor vehicle, phone, mobile or portable radio, and general maintenance equipment. Must possess a valid Class C Texas Driver's License, and clean driving record.

E. SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. Work is performed mostly in field settings. Considerable outdoor work is required in the maintenance of various City facilities and parks. Must be able to work outside in all weather conditions and be able to lift a minimum of 80 pounds.
2. While performing the duties of this job, the employee is regularly required to move around various city sites; communicate effectively; and operate objects, tools, or controls. The employee is often required to climb or balance; stoop, kneel, crouch, or crawl.
3. Must be able to distinguish colors when working with equipment, electrical panels, etc.; must be able to operate assigned vehicle or equipment.

F. 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 perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works in outside weather conditions. Indoor and outdoor environments; exposure to extremes in

weather condition; exposure to vibrations and noise; work on slippery or uneven surfaces, work with electricity; work with and around heavy machinery, work in or near vehicle traffic; exposure to dust and fumes from motorized equipment; possible exposure to toxic chemicals.

2. The noise level in the work environment is usually moderate to loud.

G. WORK HOURS

This is a full-time position. Core work hours will be set by the Public Works Director and will generally be between 8:00 am and 5:00 pm, including one hour for lunch, Monday through Friday. Additional hours on nights, weekends, holidays, and during emergencies will be needed in this position subject to the direction of the Public Works Director. This position is non-exempt and eligible for overtime pursuant to the needs of the City, if the employee works more than forty (40) hours in a seven (7) day work period, and at the direction of the Public Works Director. Any overtime hours performed must be preapproved by the Public Works Director.

H. SALARY

Salary is commensurate with the position. Pay days are every other Friday or as otherwise determined by the "CITY OF DRIPPING SPRINGS PERSONNEL MANUAL."

I. BENEFITS

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as maybe modified by the specific employee's offer letter and subsequent revisions of the Manual.

J. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact City Administrator at (512) 858-4725.

***Please note:** This Job Description is not a contract, and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Job Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*