

Employment Opportunity: Utilities Maintenance Tech I



Human Resources Department

The City of Rockport is accepting applications for a **Utilities Maintenance Technician I**. This position performs technical duties in the maintenance of the wastewater collection and water distribution systems. Reads and records water usage data from utility meters; locates malfunctioning meters; troubleshoots and makes repairs; installs water meters for new accounts; turns off and locks meters for nonpayment; tests, troubleshoots and repairs backflow prevention devices; locates and repairs leaks in the water distribution and wastewater collection system; installs new water and sewer mains and services; performs related duties.

Must have a High School diploma or equivalent as well as knowledge and level of competency commonly associated with completion of specialized training in the field of work. Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years. Possession of or ability to readily obtain Texas Commission on Environmental Quality Class C Water Distribution license and Class C Wastewater Collection License or above is preferred. Possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated. A clear DOT "history check", as well as, a negative DOT urine drug test is required for employment with a CDL License.

Salary range is \$14.36 to \$21.64 depending on qualifications, plus benefits. Employment applications may be obtained from Rockport Service Center, 2751 S.H. 35 Bypass, between the hours of 8:00 a.m. and 4:00 p.m. or online at www.cityofrockport.com. A negative pre-employment drug test and pre-employment physical are required as part of the City of Rockport employment process. The City of Rockport is an EOE/ADA employer. Position open until filled.



Utilities Maintenance Technician I

Public Works

PW/21
Grade: 09

JOB SUMMARY

This position performs technical duties in the maintenance of the wastewater collection and water distribution systems.

MAJOR DUTIES

- Reads and records water usage data from utility meters; locates malfunctioning meters; troubleshoots and makes repairs; installs water meters for new accounts; turns off and locks meters for nonpayment.
- Tests, troubleshoots and repairs backflow prevention devices.
- Locates and repairs leaks in the water distribution and wastewater collection system.
- Installs new water and sewer mains and services.
- Repairs and maintains lift stations.
- Operates a remote control camera to identify line blockages and breaks.
- Operates specialized equipment to clean blocked sewer lines.
- Repairs and replaces fire hydrants; flushes hydrants and performs pressure tests.
- Locates and excavates underground utilities; makes street, sidewalk and lawn repairs.
- Makes sewer and water main line repairs.
- Repairs manholes.
- Operates a variety of heavy equipment, including dump trucks, backhoes, forklifts, etc.
- Operates a variety of hand and power tools, including specialty tools.
- Installs work safety zones and directs traffic at work sites.

- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of department safety policies and procedures.
- Knowledge of utility meter operations and maintenance principles.
- Knowledge of water and wastewater system maintenance and repair principles.
- Knowledge of area streets and roads.
- Knowledge of vehicle maintenance principles.
- Skill in the use of handheld computers and job-related software.
- Skill in the operation of assigned vehicles and equipment.
- Skill in the use of hand and power tools.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include OSHA regulations, state and federal environmental regulations and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Inclement weather and field conditions contribute to the complexity of the position.
- The purpose of this position is to repair and maintain the water distribution and wastewater collection systems. Successful performance contributes to the efficiency and effectiveness of utility services.

CONTACTS

- Contacts are typically with coworkers, customers, plumbers, vendors, contractors, and the general public.

- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in a stockroom, warehouse, and outdoors, occasionally in extreme weather conditions. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain Texas Commission on Environmental Quality Class C or above license in water and wastewater.

**CITY OF
ROCKPORT**
2751 S.H. 35 BYP
Rockport, Texas 78382
361-729-2213
www.cityofrockport.com



EMPLOYMENT APPLICATION

The City of Rockport does not discriminate on the basis of race, color, national origin, sex, religion, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status in employment or the provision of services. We comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

Please Print

POSITION APPLIED FOR _____

NAME _____ TELEPHONE _____

ADDRESS _____

CITY, STATE, ZIP _____

ARE YOU UNDER 18? YES NO IF YES, GIVE BIRTH DATE _____

ARE YOU CURRENTLY EMPLOYED? YES NO IF YES, MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO IF NO, PLEASE EXPLAIN _____

HAVE YOU PREVIOUSLY WORKED FOR THE CITY? YES NO IF YES, WHAT DEPARTMENT? _____

ON WHAT DATE WOULD YOU BE AVAILABLE FOR WORK? _____

OTHER THAN MINOR TRAFFIC OFFENSES, HAVE YOU EVER BEEN CONVICTED OF A CRIME (MISDEMEANOR OR FELONY) OR RECEIVED A PROBATED SENTENCE (INCLUDING DEFERRED ADJUDICATION) FOR AN ALLEGED CRIME, BEEN ASSIGNED A PROBATION OFFICER, OR PLEADED NOLO CONTENDERE TO AN ALLEGED CRIME? (A "YES" RESPONSE WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT.) YES NO IF YES, PLEASE EXPLAIN _____

EDUCATION
(Transcripts may be required for verification of education)

SCHOOL	NAME AND LOCATION	MONTH/YEAR ATTENDED	GRADUATE	DIPLOMA OR DEGREE
HIGH SCHOOL		FM:	YES	GED:
		TO:	NO	
TECHNICAL SCHOOL		FM:	YES	
		TO:	NO	
COLLEGE/ UNIVERSITY		FM:	YES	
		TO:	NO	
GRADUATE SCHOOL		FM:	YES	
		TO:	NO	

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

NAME OF TRADE OR PROFESSION _____

SPECIAL SKILLS AND QUALIFICATIONS. Please list any training, experience or hobbies related to your ability to perform the job. _____

INDICATE ANY LANGUAGES YOU SPEAK, WRITE AND/OR READ

_____ (Fluently) (Good) (Fair)

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, WITH OR WITHOUT REASONABLE ACCOMMODATIONS? YES NO

If a reasonable accommodation(s) would be required for you to perform the essential functions of the job, describe any accommodations(s) required. _____

EMPLOYMENT EXPERIENCE

List most recent jobs first. Include job-related military service. If gap in employment, please explain.

EMPLOYER _____

SUPERVISOR _____ TELEPHONE _____
ADDRESS _____

JOB TITLE _____ FROM _____ TO _____

SALARY HOUR WEEK MONTH START _____ TO _____

REASON FOR LEAVING RESIGNED DISCHARGED LAY-OFF OTHER

EXPLAIN REASON FOR LEAVING _____

DESCRIBE YOUR DUTIES _____

EMPLOYMENT EXPERIENCE

EMPLOYER _____

SUPERVISOR _____ TELEPHONE _____

ADDRESS _____

JOB TITLE _____ FROM _____ TO _____

SALARY HOUR WEEK MONTH START _____ TO _____

REASON FOR LEAVING RESIGNED DISCHARGED LAY-OFF OTHER

EXPLAIN REASON FOR LEAVING _____

DESCRIBE YOUR DUTIES _____

EMPLOYMENT EXPERIENCE

EMPLOYER _____

SUPERVISOR _____ TELEPHONE _____

ADDRESS _____

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REASON FOR LEAVING RESIGNED DISCHARGED LAY-OFF OTHER

EXPLAIN REASON FOR LEAVING _____

DESCRIBE YOUR DUTIES _____

REFERENCES

Please list the names, addresses and telephone numbers of three (3) people NOT related to you and NOT previous employers.

Name Address Telephone

Name Address Telephone

Name Address Telephone

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the bests of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City of Rockport is of an "at will" nature, which means that I may resign at any time and the City may discharge me at any time, with or without cause. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically adopted by the City Council of the City of Rockport.

If employed, I understand that false or misleading information given in this application or in interview(s) may result in discharge. I understand, also, that I will be required to abide by all rules and regulations of the City of Rockport.

Signature of Applicant

Date

WAIVER OF CONFIDENTIALITY

I hereby waive my right of confidentiality and both authorize and request that information pertaining to my criminal history (if any) and driving record be made available to the City of Rockport to whom I have made an application for employment.

Signature of Applicant

Date

Texas Driver License Number

Class of License

Social Security Number

RELEASE OF PREVIOUS EMPLOYMENT INFORMATION

I hereby authorize and request any previous employer to release information to the City of Rockport regarding my previous employment.

Signature of Applicant

Date

Notice to Applicant



Human Resources Department

The City of Rockport participates in the Employer New Hire Reporting Program. We report information concerning each new employee to the Texas State Directory of New Hires. This information includes new employee's name, address, Social Security number, date of birth, salary information, and other personal and work information. This program assists the Office of the Attorney General in locating parents who owe child support and helps detect fraud in other public assistance programs such as welfare, unemployment compensation and worker's compensation.

Are you related to any elected or appointed official or current employee of the City of Rockport?

Yes No. If yes, list names(s) _____

[Relationships—Your: parent, spouse, children, father-in-law, mother-in-law, step-children (any child of the spouse who is not your natural or adoptive child); brother, sister, grandparent, grandchild; spouse's grandparents or grandchildren; great-grandparent, great-grandchild, aunt who is a sister of your parent, uncle who is the brother of your parent, nephew or niece who is the child of a brother or sister of your parent.]

Please Sign below to indicate that you have read this notice.

Applicant

Date