



CITY OF LEON VALLEY JOB DESCRIPTION

JOB TITLE: Maintenance Crewman (Facilities)

DEPARTMENT: Public Works

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: November 19, 2025

JOB SUMMARY:

Under general supervision of the Maintenance Crew Leader or other more experienced worker, the Maintenance Crewman safely and efficiently constructs, maintains, and repairs municipal properties including buildings, alleys, sidewalks, streets, park facilities and utilities, and conducts cleaning maintenance and minor repair of municipal facilities; and performs other related work as required.

ESSENTIAL JOB FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position; incumbent must be able to perform all essential job functions of this position and of those duties not identified but relatable to this position or its department.

Responsible for the efficient and safe operation, care, and appearance of assigned equipment to include washing, checking, and servicing;

Performs regular care and maintenance of municipal facilities (city hall, police department, public works, fire department, library, community and conference centers, parks, to include other buildings and properties operated by the city), to include minor building upkeep and repairs.

Conducts a full range of cleaning assignments: cleaning, dusting, sweeping, mopping, waxing and polishing floors; emptying waste containers; vacuuming and cleaning carpets; cleaning blinds, lighting fixtures, and windows; stocking, cleaning, and sanitizing kitchen, serving areas, and bathrooms.

Performs and schedules power washing the exterior of buildings, facility restrooms and showers, park restrooms, and other areas of public health concern.

Assists in coordinating with Community Relations Director and Public Works Foreman regarding facility reservations and rental of Community Center, Conference Center, and Parks; cleans and ensures facilities are adequately stocked (toilet paper, paper towels, etc.), performs inspections, and ensures facilities are clean before and after use.

May be required to be on stand-by or be placed on-call to address rental-facility concerns as determined by the Community Relations Director.

Participate in all phases of street, drainage, sidewalk, buildings, alleys, utilities, and park maintenance, repair and construction;

Make minor repairs to various building systems including fixture (filters, bulbs hardware etc.) replacement, plumbing and electrical systems;

Maintains and manages inventory of cleaning and maintenance supplies.

Maintains and manages equipment by managing inventory and cleaning and securing equipment.

Assist with providing event set up and breakdown;

Load and unload materials and equipment;

Perform carpentry repairs;

Hear clearly when working around equipment;

Must use all required protective equipment as required by departmental policy or as instructed by supervisor such as hard hats, gloves, chaps, steel toe boots, ear plugs, face shields, etc.;

Work safely in close proximity to high speed vehicle traffic such as medians;

Work in tight or enclosed areas such as trenches or manholes in accordance with safety guidelines;

May be required to operate heavy equipment, if qualified;

May apply herbicides and pesticides, if licensed; and

May be required to work in vehicle and equipment maintenance shop.

Must be able to work closely with others as part of a team;

Read and understand written and oral instructions and plans;

Complete all written reports and paperwork promptly, legible, and accurately;

Use good judgment to work safely and use equipment properly;

Use tact, diplomacy, and discretion as required;

Read and converse fluently in English;

Converse effectively with the public and other employees in person and in writing;

Must be able to report to work and remain on duty for the duration of the duty day;

Must be able to attend work regularly and predictably;

Must be able to work flexible schedule including overtime, weekends, holidays and evenings;

Must not pose a threat to the health and safety of self or others;

Must have the ability to establish and maintain effective working relationships with city employees and the public;

Must have the ability to follow and understand all city policies and instructions given by a supervisor.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:

Must be able to use lawn mower, weed eaters, roller, mini excavator, sweeper broom, work truck, trench, bob cat hand saw, skill saw, chain saw, drill press, axe, air compressor and various other power and hand tools; in a safe manner.

ENVIRONMENTAL FACTORS:

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather. Will come in contact with some exposure to dust, chemicals, fumes and loud noises that are routinely encountered in municipal maintenance and construction operations, using proper safety precautions.

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
-Health and Safety Factors-				
Mechanical Hazards			R	
Chemical Hazards			O	
Electrical Hazards			R	
Fire Hazards			R	
Explosives			N	
Communicable Diseases			R	
Physical Danger or Abuse			R	
Inclement Weather			F	

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-Environmental Factors-				
Respiratory Hazards				D
Extreme Temperatures				D
Noise and Vibration				D
Wetness/Humidity				M
Physical Hazards				D

OVERALL PHYSICAL STRENGTH DEMANDS:

Must be able to lift and carry a minimum of 80 pounds and pull, push or drag up to 150 pounds of equipment; Climb, crawl, kneel, squat, stoop and bend freely when repairing, cleaning or constructing various municipal property. Walks long distances on uneven terrain and hard surfaces. Must be able to maintain all physical demands illustrated in this Job description and through the course of employment.

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

Must be able to sit or stand for extended periods of time while performing various tasks.

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	around work site, communicating with co-workers
Sitting	F	in work truck, while completing various projects
Walking	C	around work site
Lifting	F	equipment, supplies
Carrying	F	equipment, supplies
Pushing/Pulling	F	equipment, tables and chairs
Reaching	F	for supplies
Fine Dexterity	O	handling small objects
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	O	inside attics/pipes/ditches, under equipment
Bending	O	making repairs
Twisting	F	getting inside vehicle
Climbing	F	ladders, onto equipment, stairs
Balancing	O	on equipment, on ladders
Vision	C	observing work site
Hearing	C	listening to equipment
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	F	equipment
Other (specify if applicable)		

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency - A High School diploma or equivalent is required
Experience	One year experience in a public works, facilities maintenance, or related field is required.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	Receives Immediate Direction: Employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. Immediate supervisor may provide close and constant review.
Technical Skills	Standardized Skill Requirements: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	Position has no fiscal responsibility.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study. Ability to read, understand, and interpret written and oral instructions, work orders, maps, safety and operating manuals.
Math	Basic. Ability to accurately perform the four basic arithmetic operations with whole, common and decimal numbers;
Writing	Basic. Ability to accurately complete minor paperwork and have a working knowledge of city policies and procedures.
Certification & Other Requirements	A valid Texas Department of Public Safety Driver's License and the ability to remain eligible to drive under the City's driver evaluation program is required; A Texas Class B Commercial Driver's License (CDL) must be obtained within one year of hire date; A certified noncommercial applicator's license from the Texas Pest Control Board is highly desirable.

PRIMARY WORK LOCATION

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (See Environmental Factors)	
Recreation/Neighborhood Center			

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Print Employee Name

Employee Signature

Date

Human Resources Director

Date

Comments:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change. The Job Description is a guideline of possible job duties and functions you may exhibit in your day-to-day operation, the job description is not an employment contract.