



## City of Groesbeck

<b>POSITION:</b>	<b>Meter Tech/Public Works Maintenance</b>
<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>STATUS:</b>	<b>Non-Exempt From Overtime</b>
<b>FULLTIME:</b>	<b>Yes</b>
<b>HOURS:</b>	<b>Minimum 40 Hours/Week</b>
<b>SALARY:</b>	<b>\$17.00</b>
<b>REV. DATE:</b>	<b>May 2023</b>

### JOB DESCRIPTION

**JOB SUMMARY:** Will perform a variety of duties at all City facilities, specifically meter reading and maintenance of meters and street departments.

**REPORTING RELATIONSHIP:** Work is performed under the immediate supervision of the Director of Public Works and the Public Works Supervisor.

**ESSENTIAL JOB DUTIES:** Responsible for operation and maintenance of all City water meters.

### **MINIMUM QUALIFICATIONS:**

- **Knowledge:** Apply common sense understanding to carry out simple five to ten step instructions.
- **Abilities:** Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Record work orders, time records, project information. Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Deal with standardized situations with only occasional or no variables. Work weekends and overtime. Must be available to workdays, evenings, weekends and holidays. Good understanding of computers and electronic devices.
- **Education:** High School Degree or GED.
- **Experience:** Experience preferred.
- **Licenses and Certificates:** Minimum Class C Texas Driver's License.
- **Physical Demands and Work Environment:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or which the employee will encounter. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is subject to prolonged periods of standing and is frequently required to walk, reach and bend over. The employee must have adequate

manual dexterity to operate a telephone and other labor intensive equipment. The employee must have normal vision and hearing. The employee must occasionally lift and/or move objects up to 100 lbs. The employee will work in a harsh environment, which is generally extremely hot or cold weather conditions. The employee will be required to meet regular work and project deadlines and to deal with other staff members and the general public, which can be stressful. Expected to be available to perform duties when contacted at all times of day or night.

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 enable individuals with disabilities to perform the essential functions.

***The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.***

Application for Position available on-line at [www.cityofgroesbeck.com](http://www.cityofgroesbeck.com) or in-person at the City Secretary's Office, 402 W. Navasota Street, Groesbeck, TX 76642.