

Job Announcement

City of Houston Missouri seeks individuals to fill the new position in Public Grounds. The employee under the direction of a Public Grounds Supervisor is responsible for the performance of assigned daily tasks for the care and maintenance of the City streets, lots, lands, parks and infrastructures. Position requires strong skills in operating a variety of complex equipment. Safe operation of vehicles, machinery and equipment is paramount as well as positive representation of the City while operating in the community. Position is Full-Time and has benefits including LAGERS Retirement 100% paid by the City, health insurance family plan 100% paid by the City, dental and vision insurance for the employee 100% paid by the City with family options, life insurance 100% paid by the City, and numerous other benefits. Starting pay is \$12.90 to \$14.29 per hour or \$26,832 to \$29,723 per year. Interested parties should apply by completing an application showing experience in the areas outlined in full ad at City Hall, 601 S Grand Ave, Houston MO 65483 questions by e mail to cityclerk@houstonmo.org, full ad on the City Web Site at www.houstonmo.org.

Essential Functions

- Performs general manual labor, maintenance and repairs on City streets, rights-of-ways, alleys, medians, parking lots, storm water drainage systems, and retention basins.
- Completes asphalt repair and replacement; dumps, rakes, spreads, and rolls/compacts asphalt; patching, crack sealing; applies cold mix to potholes; patches and repairs potholes in road surfaces; applies sealant to road cracks;
- Conducts concrete repair and replacement for sidewalks, driveways, curbs, and gutters as required.
- Operates snowplow to remove snow and ice from roads to ensure safe passage for vehicle travel.
- Performs leaf removal operations.
- Required to accept a 24-hour emergency call for response status.
- Regular, predictable, and punctual attendance is required.

IMPORTANT JOB FUNCTIONS:

Performs general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety. Performs all other duties as directed by Supervisor.

Minimum Requirements

Education and Experience:

Minimum high school diploma or GED equivalent.

Minimum two years experience in a manual labor position.

Commercial Driver's License (must possess a Class B CDL within 180 days.)

Knowledge of:

Comprehensive knowledge of equipment, machinery, and vehicles.
Knowledge of materials, methods and tools used in performing essential functions.
Knowledge of occupational hazards and safety precautions.

Skill in:

Operating power equipment.
Operating hand tools.
Operating motor vehicle, heavy machinery and related equipment.
Developing constructive and cooperative working relationships with others, and maintaining them over time.
Effectively communicating with the public and other employees.

Mental and Physical Abilities:

Ability to follow oral and written instructions.
Ability to use good judgment while performing job-related tasks.
Ability to learn and follow City policies and regulations.
Physical condition and strength to perform manual labor tasks including heavy lifting, loading and digging over a continuous period of time.
Ability to pass criminal background check with no wants or warrants. Must have a good driving record.

Working Conditions:

Work is usually performed in an outdoor environment within the City limits. The employee will be exposed to loud noise, mechanized equipment, dirt, dust, rain, sleet, snow, heat, chemicals, and foul odors. Performs extreme physical labor for extended periods of time under all weather conditions, often in vehicular traffic, and under hazards involving the use of power tools and equipment, hazardous chemicals and materials and potential exposure to unknown pathogens. Work requires sufficient physical strength and ability to independently and repeatedly lift, move, and carry objects weighing up to 75 pounds and to repeatedly lift, move, and carry objects weighing more than 75 pounds with assistance.