



City of Saginaw

PUBLIC SERVICES DEPARTMENT SENIOR MAINTENANCE POSITION

333 West McLeroy
P.O. Box 79070
Saginaw, Texas 76179
817-232-4640
Fax 817-232-4644
www.ci.saginaw.tx.us

POSTED: February 3, 2021

CLOSING DATE: Open until filled

SALARY: \$36,689 annual, \$1,411.100 biweekly, \$17.64 hourly

MINIMUM REQUIREMENTS:

- CITIZENSHIP: Must be a United States Citizen by birth or naturalization.
- EDUCATION: High School Diploma or General Equivalent Diploma
- DRIVING: Required – Valid Texas CDL Driver’s License and a good driving record
- EXPERIENCE: Required - Minimum of 3 Years Municipal Experience in Street Maintenance or Public Services
- CERTIFICATION: Traffic Control Work Zone Class Certificate

MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB DUTIES WITH OR WITHOUT A REASONABLE ACCOMMODATION.

All applications must be returned with:

1. Copy of High School Diploma or GED equivalent
2. Authority for Release of Information Wavier
3. Authorization to Conduct Drug and Alcohol Testing
4. Supplemental Work and Personal History Form
5. DPS Criminal History Form

Failure to comply with this request could disqualify you.

Application packets are available:

In Person: City of Saginaw, Human Resources, 333 West McLeroy Blvd., Saginaw, TX 76179
Online: www.saginawtx.org

**NON-TOBACCO USERS PREFERRED
NO SMOKING INSIDE ANY CITY BUILDINGS OR CITY VEHICLES**

PUBLIC SERVICES SENIOR MAINTENANCE HIRING PROCESS

The hiring process for the public services senior maintenance position will consist of the following: Interview, background and reference check, and physical examination and drug screen. Any offer of employment is contingent on final applicant passing the physical examination and drug screen. **We reserve the right to reject any or all applicants.**

Equal Opportunity Employer

Note: The Immigration Reform and Control Act of 1986 require the City of Saginaw to hire only U.S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

EMPLOYEE BENEFITS

SALARY:	Salary ranges are designed to be competitive with industries and municipalities
RETIREMENT:	Texas Municipal Retirement System (7% of Employee's total salary and City doubles at 14%)
LONGEVITY:	\$6.00 Per month of service after the first year. Paid in lump sum check on the first Friday in December of each year.
SERVICE AWARDS:	Service pins awarded for each 5 years of service, a diamond added for Each additional 5 years
VACATION:	40 hours after 6 months, 40 hours after 1 year 1-5 years 2 weeks 5-15 years 3 weeks 15-25 years 4 weeks 25 plus years 5 weeks
SICK LEAVE:	After six (6) months of employment 40 hours after 6 months, 6.7 hours accrued for the remaining 6 months 1 year – 6.7 hours for the 1 st 8 months of the calendar year 6.6 hours for 4 months of the calendar year. Maximum Sick Accrual Hours = 320 hours
HOLIDAYS:	New Year's Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving and following Friday, Christmas Eve and Christmas Day 2 Floating Holiday after 6 months
INSURANCE:	Medical and Dental (Employee portion paid by City, dependent coverage optional and City will pay maximum of \$365.00 per month)
LIFE INSURANCE:	50,000 Life/Accidental
OTHER:	Direct deposit AFLAC (Optional) AXA Deferred Compensation Plan (Optional) Disability Plan after one (1) year of employment.

**CITY OF SAGINAW
JOB DESCRIPTION**

Job Title: **Senior Maintenance Worker**
Department: Public Services
Full Time Position

Effective: 05-02-2013
State Employment Commission Code: 1611
Worker's Compensation Number: 5506

Job Summary:

Work is performed under the general supervision of the Crew Leader. Performs a variety of maintenance and construction tasks requiring quantifiable and proven experience with acceptable performance in the field of street maintenance and/or public services. Performs related work as required.

Essential Job Functions:

Complete assigned tasks that involve the repairs and maintenance of streets, parks, park equipment, traffic control equipment, curb and gutters, signs, city buildings, city property, and storm drainage facilities. Operates Heavy equipment such as backhoes, street sweeper, dump trucks, tractors, loaders, mowers, concrete saws, and other construction equipment. . Operates hand and power tools. Sets up work zones and insures proper barricades and safety equipment. Complies with safety regulations. Calculates needed raw materials for street patching and concrete works. Performs manual labor. Completes Work orders.

Must be able to work in an outdoor environment subject to extreme temperatures, inclement weather, and intermittent exposure to dust, fumes, and loud noise. Must be able to lift up to 75 pounds. Must be able to carry articles weighing up to 25 pounds up and down stairs. Must be able to climb and descend from ladders. Subject to prolonged periods of standing, walking, stooping, and moving/lifting heavy objects. Required to be on call as directed on nights and weekends as required. Must be able to respond to emergency calls within a reasonable time.

Must be available to work after normal business hours, some holidays, and on weekends. Must speak English.

Other Job Functions:

Assists other city departments as needed.

Required Education, Degrees, Certificates, and/or License:

High School Diploma or General Equivalency Diploma. Must possess a valid Texas driver's license with an acceptable driving record. CDL required.

Required Experience, Training, Knowledge, and Skills:

Minimum of 3 years of municipal experience in street maintenance or public services. Internal candidates will have 3 years of average or above annual reviews and no disciplinary action within 2 years on file. Must be able to operate backhoe, dump truck, street sweeper, and loader. Must have completed a Traffic Control Work Zone Class.