



City of Saginaw

**PUBLIC SERVICES DEPARTMENT
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: August 16, 2022

CLOSING DATE: OPEN TILL FILLED

ANNUAL SALARY: \$31,693

MINIMUM REQUIREMENTS:

CITIZENSHIP: Must be a United States Citizen by birth or naturalization.

EDUCATION: High School or equivalent.

DRIVING: Must have a valid Texas Driver's License and maintain a good driving record.

CERTIFICATION: None required

MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB DUTIES WITH OR WITHOUT A REASONABLE ACCOMMODATION. (PLEASE READ DESCRIPTION ENCLOSED IN PACKET.)

All applications must be returned with:

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

Application packets are available:

In Person: City of Saginaw Personnel Office, 333 West McLeroy Blvd., Saginaw, TX 76179

Online: www.saginawtx.org

Completed application packets can be emailed to: applications@saginawtx.org

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

PUBLIC SERVICES MAINTENANCE HIRING PROCESS

The hiring process for the public services maintenance position will consist of the following: Interview by the Superintendent of Public Works and Human Resource Manager, 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.

City of Saginaw, Human Resource Office
333 West McLeroy Blvd., Saginaw, Texas 76179 - 817-230-0330

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 1st 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 50,000/100,000 (Paid by City)
- 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: 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 with emphasis on street maintenance, building facilities maintenance. Performs related work as required.

Essential Job Functions:

Repairs and maintains street and alley surfaces. Cleans streets and controls traffic around street repairs. Loads and unloads stone, gravel, dirt, and asphalt. Patches and constructs streets by shoveling asphalt mix off truck, raking into place, and compacting. Sets traffic signs. Does general grounds maintenance work on all City owned property. Paints walkways, center lines, building interiors and exteriors. Makes routine repairs and inspections to equipment and checks equipment for essential fluids and safety. Hauls refuse from work sites. Performs related routine manual work. Corrects street problems using accepted procedures. Mows lawns, parks, and right-of-ways. Trims trees and shrubs. Performs minor carpentry work. Assists in the spraying of herbicides and insecticides. Abides by all safety rules and procedures.

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 within 6 months of hire date.

Experience, Training, Knowledge, and Skills:

Must be able to comprehend and follow oral and written instructions. Must be able to read and write. Must be able to operate equipment, power and hand tools according to essential job functions.