



EMPLOYMENT NOTICE

The City of Manor is seeking a qualified applicant for the position of Parks Foreman.

street rights-of-way, drainage ditches and City-owned land and facilities to keep the city clean, organized and a comfortable living space for the community. Other duties include planting and seeding, mowing, trimming and tree removal, brush chipping, fertilizing, application of herbicides/pesticides, litter control, sign and post installation, general carpentry, equipment care and maintenance, and minor mechanical repair.

Essential Functions:

NOTE: Regular attendance is considered an Essential Function for this position.

- Performs assigned lead/supervisory duties, including receiving work schedules from the Superintendent; assigns job tasks on projects to subordinate employees, provides input regarding employee performance; provides employee training in the performance of job duties.
- Complete routine cleaning and maintenance activities at related utility facilities; cut grass; trim vegetation; clean grounds.
- Perform minimal repairs to restrooms and other amenities in park facilities. This may include but is not limited to electrical, plumbing and construction maintenance, operation, and repairs.
- Landscaping (mowing, weed-eating) of right-a-ways.
- Operate a variety of commercial mowers, edging equipment, trimmers, tractors, trenchers, front-end loaders, tiller, backhoes, a bobcat or skid-loader, vehicles, and other equipment.
- Operate a variety of hand and power tools required for completing tasks. Must be able to perform basic and preventive maintenance on tools & equipment.
- Must be able to communicate orally and in writing with staff members and/or supervisor. Keeps accurate records and reports information as required and necessary for each job.
- Develop and maintains preventative maintenance program for facilities. Provide input necessary for budget preparation related to maintenance, operation, and repair.
- Develop, implement, and maintain a system for chemical application, fertilization, and turf management for all parks.
- Identify and isolate irrigation system line leaks, install, and repair or replace irrigation systems for parks and other public areas.
- Prepares, gathers, and transports tools, materials, supplies and equipment necessary to complete work assignments.
- Cleans and repairs work site upon completion of construction including laying grass, replanting trees, and repairing damaged surfaces.
- Assist crew members to complete work orders in a safe and timely manner.
- May be actively involved in emergency operations.
- Performs other duties as assigned.
- Maintain regular attendance.

Working Conditions:

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A portion of work takes place in an outdoor setting in extreme temperatures including heat, cold, temperature swings and inclement weather. Subject to sunburn, and other sun exposure reactions.
- Exposure to traffic, dust, fumes, and loud noise that are routinely encountered in maintenance operations.
- Exposure to vibration, airborne particles, petroleum distillates, toxic or caustic chemicals, dust, fumes, loud noise and risk of electric shock. May be exposed to falls from elevated areas.
- Exposure to herbicides, pesticides and fertilizers.
- Exposure to stinging and biting insects, poisonous plants, snakes and other wildlife.
- May encounter occasional stressful situations.
- Work includes response to emergency situations, some weekends, holidays and some after hours. Attendance usually required at City Council meetings, most which occur after hours.
- Work requires travel to purchase supplies or parts; or may require travel to attend training or conduct City business that could include overnight stays.
- Flexible hours, including weekends, holidays, and some after-hours work or overtime work in response to emergency situations or repairs.

Education/Experience Required:

- High School diploma/GED required.
- Five (5) years of experience in maintenance/construction or equivalent experience.
- Any similar combination of education and experience.

Other Requirements:

- Valid Texas Class C Driver's License with satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test.

Department: Parks

Location: Manor, Texas

Job Status: Full-Time

Hourly Rate: \$18.52- \$25.06

Schedule: Monday – Friday, 8:00 AM – 5:00 PM

Job Close Date: Open until filled

For a complete job description, please contact the City of Manor Human Resources Department at (512) 272-5555.

All applicants must complete an employment application and submit it to the Human Resources Department at 105 E. Eggleston St. or by mail at P.O. Box 387, Manor, Texas 78653 or by fax 512-272-8636.

City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

The City of Manor is an Equal Opportunity Employer