

**City of Grey Forest**  
**Public Works Job Description**

**Job Summary:**

The Public Works position is responsible for performing necessary tasks in the City to assure proper maintenance of city and public property. The position helps provide for the public health, safety and overall welfare of the citizens and property. The Public Works position helps assure compliance with city codes, ordinances, and other regulations as required by the City. The positions under the general direction of the Public Works Director. The position works at the will of the Mayor and City Council.

**Essential Job Functions:**

- Maintains roadsides, City signs and other City property such as City Hall. This involves trimming, watering plants, removal of trash and weeds, painting, repair, possible light construction, planting and similar activities.
- Trims bamboo, brush, or low tree limbs that are hazardous or diminish visibility at intersections, right of ways, street signs, or fire hydrants.
- Performs minor street repairs and keeps debris from accumulating at bridge and culvert openings.
- Must be willing to adjust work schedule to the day and time needed to supervise projects such as brush pickups, junk pickups, and emergencies.
- May be called on during emergencies to assist in the emergency response effort.
- May be called upon to assist with Animal Control and or removal.
- Performs other duties and fulfills responsibilities as required.

**Additional Job Functions as Assigned:**

- Will obtain as directed the necessary educational requirements/certifications needed to perform the position.

**Job Requirements (Minimum Qualifications):**

- High School graduate.
- 2 or more years of experience in construction, lawn service, or similar experience involving tools and machinery as required in the position (lawn mower, weed eater, etc.)
- History of working successfully with limited supervision.
- Proven ability to work well with people and able to respond to inquiries, complaints, and requests in a fair, tactful and understandable manner.
- Ability to work under stressful working conditions.
- Able to communicate effectively both orally and in writing.

- Ability to learn applicable codes and ordinances.
- Posses a valid Texas Class "C" driver's license with a good driving record.
- Must be able to pass background check.
- Must be a team player willing and able to work with others in accomplishing overall City goals.

**Preferred Qualifications:**

- History of working directly with the public in a customer service or communications role.
- Knowledge of plants and their care.
- Knowledge of construction and repair materials such as paints, asphalt repair, concrete, etc.

**Physical Requirements:**

- Working conditions are primarily outdoors with frequent exposure to temperature extremes.
- Must be able to lift up to 100 pounds.