

**CITY OF RICHARDSON**

JOB TITLE: **MAINTENANCE HELPER II** APPROVED  
DEPARTMENT: Public Services - Water/Wastewater  
CLASS CODE: 06008 EFFECTIVE: 12-04-09  
CIVIL SERVICE: NON-CIVIL SERVICE: X  
COMPETITIVE: NON-COMPETITIVE: X  
EXEMPT: NON-EXEMPT: X  
FULL TIME: X PART TIME:

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**JOB SUMMARY:**

Under supervision, perform installation, maintenance, and repair of water distribution and wastewater collection systems. Perform other related work as required.

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**ESSENTIAL JOB FUNCTIONS:**

Sort tools and materials. Perform routine maintenance on vehicles, tools, and equipment used in installation, maintenance, and repair of water distribution and wastewater collection systems, including cleaning vehicles and equipment. Drive trucks and vehicles to various job sites to assist in repairs and maintenance. Serve on standby crew for after-hours emergency work, as needed. Read, understand, and follow written and oral job instructions. Write reports by hand. Use good judgment to work safely and use equipment properly. Keep storage areas clean, orderly, and in safe operating condition. Hear clearly when working around equipment, or in street and/or alley traffic, using proper safety precautions. Lift and/or carry up to 100 pounds; pull, push, and/or drag up to 150 pounds of installation and repair equipment or materials. Climb, crawl, kneel, squat, stoop, twist, sit and/or stand for extended periods of time while performing installations or repairs. Work in trenches and confined spaces, using proper safety gear. Work indoors and outdoors in temperature extremes, including heat, cold, temperature swings, and inclement weather. Work in constant and extreme noise levels routinely encountered in water distribution and wastewater collection, using proper safety precautions. Work around some dust, mechanical, chemical, and explosive hazards, using proper safety precautions. Communicate courteously and effectively with other city employees, supervisors, officials, and the public.

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**OTHER JOB FUNCTIONS:**

Pick up trash.

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**REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:**

High School Diploma or GED required. Texas Drivers License, Class C, required. Must obtain Texas Class A Commercial Drivers License, within 180 days of hire.

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**EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:**

Must have knowledge of safety regulations to work safely with equipment used in utility construction, rehabilitation, and maintenance work. Must have experience in working with various types of equipment including pumps, generators, backhoes, dump trucks, jet trucks, service trucks, wrenches, hand and power saws, jackhammers, hammers of various sizes, grinders, shovels, drain spades, drills, and drill presses.