



City of Rockwall

**RECREATION AIDE
PARKS AND RECREATION DEPARTMENT**

FLSA:NE

This position serves as support to recreation programs, special events, rentals and administrative desks. Based on the assignment, this position reports to the Customer Service Representative, Recreation Coordinator, Recreation Superintendent, Athletic and Special Programs Supervisor and/or their designated Recreation Coordinator Assistant. Duties of this job will include one or more of the following but are not limited to:

EXAMPLES OF ESSENTIAL FUNCTIONS

- Assists with various recreation program duties including openings, closings, and operation of programs, special events, or rentals.
- Monitor and clean Parks and Recreation Department facilities during scheduled programs.
- Accurately register patrons for programs and facility bookings.
- Accurately perform cash handling duties
- Provide excellent customer service by responding to customers' questions and needs.
- Keeps supervisor informed regarding all safety related issues.
- Required to report for work punctually, work all scheduled hours, and any required overtime as deemed necessary.
- Must maintain a physical condition and standards necessary for the proper performance of duties, with or without accommodation.
- Will assist programs, camps, special events, rentals at The Center, and birthday parties.
- Examples of work related assignments are as follows: Little Athletes, Family Fun Friday, Founder's Day Festival, Concert by the Lake Series, Easter Egg Hunt, Adult Softball, birthday parties at The Center, rentals at The Center, and
- Position includes morning, evening, weekend and holiday hours.

REQUIREMENTS

A. Training and Experience:

- Minimum age required is 16.
- Ability to understand and follow oral and written instructions
- Must be able to accurately count money and make change and be able to operate a cash register
- Ability to use a calculator and do basic math functions.
- Must be able to lift 80 lbs. and able to work outdoors as required.



City of Rockwall

**RECREATION AIDE
PARKS AND RECREATION DEPARTMENT**

FLSA:NE

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- Depending on the position, the incumbent may be required/preferred to have some knowledge of general sport rules (basketball, softball, baseball, soccer and football) and/or be able to operate a cash register, scoreboard or computer.

B. Knowledge, Skills and Abilities:

- Must be able to demonstrate excellent customer service skills.
- Must be computer literate.
- Ability to perform cash handling duties.
- Must have good written and oral communication skills and be able to deal effectively with the public.
- Ability to use a calculator and do basic math functions.
- Must be able to lift up to 80lbs. and work outdoors as required.
- Depending on the position, the incumbent may be required to have some knowledge of general sport rules (basketball, softball, baseball, soccer and football), recreation programming concepts.
- Must be available to work weekends, holidays, and nights/evenings

C. Physical Requirements:

- Tasks are essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities.
- Tasks involve some physical effort, i.e., some standing and walking, or frequent light lifting (10-15 lbs.); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment; may involve extended periods of time at a keyboard or work station.
- Tasks involve frequent walking, jogging, standing; some lifting and carrying of heavy weight (30-80 lbs.); and/or the operation of vehicles, office, shop, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

D. Environmental Requirements:

- Tasks are performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain), exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes) and exposure to heat/cold or extreme weather conditions.



City of Rockwall

**RECREATION AIDE
PARKS AND RECREATION DEPARTMENT**

FLSA:NE

E. Sensory Requirements:

- Tasks require sound and visual perception and discrimination.
- Tasks require oral communications ability.

F. HIPAA Compliance Statement

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule must have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities. Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.



City of Rockwall

**RECREATION AIDE
PARKS AND RECREATION DEPARTMENT**

FLSA:NE

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Rockwall. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Signature/Approval

Employee (Print Name)

Date

Employee (Signature)

Date

Immediate Supervisor

Date

Department Director

Date

Administrative Services/HR Director

Date



City of Rockwall

POLICE OFFICER POLICE DEPARTMENT

P5
FLSA: NE

Under direct supervision of a Patrol Division Sergeant, performs a wide variety of police and law enforcement activities. Tasks are service and protection oriented, and includes collecting and dispensing information, arbitrating disputes, providing assistance, protecting and recovering property, preventing crime, investigating, and providing other public protection services. Duties include an element of personal danger, i.e., exposure to life-threatening circumstances, apprehending criminals, and transporting prisoners. Incumbents perform duties in accordance with State Statutes and established departmental policies, procedures, and guidelines. The incumbent must be able to act without close supervision and must be able to exercise independent judgment.

EXAMPLES OF ESSENTIAL FUNCTIONS

- Conducts routine preventive patrol in designated residential and business areas, and initiates contacts with both business operators and residents to establish open communications, gather and dispense information, and establish the presence of law enforcement within the community.
- Responds to calls for police service and takes action upon observing a circumstance or situation requiring police attention, i.e., responding to domestic disputes and disturbances, disputes among neighbors, juveniles, on-going criminal investigations.
- Interviews witnesses, victims, suspects, arrested persons, and informants to obtain pertinent information concerning accidents/crimes.
- Provides information to the public, victims, witnesses, and relatives concerning available services in the community.
- Provides assistance and service to the public, i.e., changing tires, directing traffic, unlocking vehicles, and jump-starting batteries.
- Responds to burglary and fire alarms, and robbery in progress calls, and performs initial building searches.
- Performs CPR at scenes, and performs critical emergency care, such as stopping excessive bleeding, during the interim when emergency medical personnel are en route.
- Conducts initial crime scene investigations, i.e., identifies and collects crucial evidence to be secured for processing, labels evidence with data for crime scene reconstruction, packages and stores evidence in a manner to protect chain of custody.
- Enforces State and local traffic laws to ensure safety, investigates motor vehicle accidents, and protects lives and property at all motor vehicle accident scenes.
- Identifies and issues municipal citations to violators of misdemeanor offenses.
- Enforces laws and apprehends misdemeanor and felony violators and fugitives; arrests and transports persons found to have committed a criminal act.
- Testifies in civil, traffic, and criminal court proceedings, ALR and Evidentiary hearings, and gives depositions.
- Performs considerable report and record maintenance duties, i.e., initial investigations,



City of Rockwall

**POLICE OFFICER
POLICE DEPARTMENT**

P5
FLSA: NE

crime reports, felony reports, statements, arrest reports, warrant forms, inventory and search, property receipts and dispositions, misdemeanors.

- Attends in-service training as directed to maintain current knowledge of changes in laws, new methods of enforcement, and other trends and developments in law enforcement.
- Assists fire personnel at the scene as directed.
- Required to report for work punctually, work all scheduled hours, and any required overtime as deemed necessary. Must maintain a physical condition and standards necessary for the proper performance of duties, with or without accommodation.

MARGINAL FUNCTIONS

- Cleans and properly maintains assigned vehicle and equipment.
- Performs related work as directed.

Note: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

- Must be at least 21 years old and possess High school diploma or GED and have a minimum of forty-five (45) college credit hours from an accredited college.
- Must be able to or have already successfully completed the Police Academy Program and field training, and attain Basic Peace Officer certification.
- Associates degree preferred.

B. Knowledge, Skills, and Abilities:

- Thorough knowledge of federal laws, state statutes, and local ordinances.
- Considerable knowledge of crime prevention techniques.
- Considerable knowledge of principles and techniques employed in crime scene investigation.
- Considerable knowledge of principles and techniques employed in accident investigations.
- Considerable knowledge of First Responder and CPR.
- Considerable knowledge of report and record maintenance principles and practices.



City of Rockwall

**POLICE OFFICER
POLICE DEPARTMENT**

P5
FLSA: NE

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- Skill in the care and safe operation of a variety of firearms, impact weapons, and chemical agents.
 - Skill in the operation of motorized vehicles under adverse conditions.
 - Ability to understand and follow oral and written instructions.
 - Ability to communicate effectively with superiors and the general public.
 - Ability to analyze situations quickly and objectively, and to determine proper courses of action within the established framework of policies and procedures.
 - Ability to learn the geography of the City and surrounding areas.
 - Ability to maintain composure under emergency situations, and to work effectively under stressful conditions.
 - Ability to exercise discretion.

C. Physical Requirements:

- Tasks are essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities.
- Tasks involve some physical effort, i.e., some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment; may involve extended periods of time at a keyboard or work station.
- Tasks involve frequent walking, standing; some lifting and carrying of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.
- Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pounds) items and occasionally very heavy (100 pounds or over) items.

D. Environmental Requirements:

- Tasks require exposure to adverse environmental conditions (e.g. dirt, cold, rain, and fumes), exposure to extreme heat/cold or extreme weather conditions, exposure to strong odors and/or smoke, exposure to strong and/or toxic chemicals, exposure to dust or pollen, and exposure to elements that can cause illness (e.g., pathogenic substances, virus, and parasites).



City of Rockwall

**POLICE OFFICER
POLICE DEPARTMENT**

P5
FLSA: NE

E. Sensory Requirements:

- Tasks require color perception and discrimination, sound perception and discrimination, odor perception and discrimination, depth perception and discrimination, texture perception and discrimination, visual perception and discrimination and oral communications ability.

F. HIPAA Compliance Statement

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule must have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities. Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.



City of Rockwall

**POLICE OFFICER
POLICE DEPARTMENT**

P5
FLSA: NE

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Signature/Approval

Employee (Print Name)

Date

Employee (Signature)

Date

Immediate Supervisor

Date

Department Director

Date

Administrative Services/HR Director

Date



City of Rockwall

**COMMUNICATIONS SPECIALIST
(9-1-1 Dispatcher)
POLICE DEPARTMENT**

Grade: 15
FLSA: NE

Under general supervision of the Communications Supervisor, performs specialized clerical and dispatching work for the City's law enforcement, fire/rescue, City services, and non-emergency situations. Employees in this class monitor and coordinate telephone, radio, and teletype communications between unit personnel and among the general public. Position is responsible for receiving, processing, and disseminating information in an accurate and timely manner to provide expeditious response to emergency situations. Employees in this class perform considerable record maintenance functions requiring specialized knowledge of departmental rules and regulations, and apply acute attention to detail.

EXAMPLES OF ESSENTIAL FUNCTIONS

- Answer a multi-line phone system for both emergency and non-emergency calls. Acquire information and assess the circumstances, reassures the victim or caller, gathers required information and dispatches information to appropriate units.
- Operate a multi-channel radio system and simultaneously input, retrieve, listen to and comprehend 9-1-1 and non-emergency calls and radio traffic while reading from both computer screens and printouts; receives and transmits pertinent information on all calls for services including those in progress; monitors activities of Police, Fire and other emergency medical services; maintains the location and call status of all emergency units.
- Maintain communications with unit personnel in the field in order to conduct computerized searches through local, state and national databases; confirms stolen property and wanted/missing persons as well as enter data and operate computer terminals with specialized access through various automated data banks.
- Maintain records and data for items such as warrants, missing persons, stolen property and emergency protection orders by confirming information is correct, entering and modifying information in database and clearing information as applicable.
- Comprehend and apply City Ordinances, city and departmental policies and procedures as well as adhere strictly to the Department General Orders; Communicate courteously and clearly, verbally and in writing
- Required to report for work punctually, work all scheduled hours, including shift work, weekends, holidays and any required overtime as deemed necessary. Must maintain a physical condition and standards necessary for the proper performance of duties, with or without accommodation. Regular and consistent attendance for the assigned work hours is essential.

Revised 8/16/17



City of Rockwall

**COMMUNICATIONS SPECIALIST
(9-1-1 Dispatcher)
POLICE DEPARTMENT**

Grade: 15
FLSA: NE

MARGINAL FUNCTIONS

- Responds to general inquiries from the public, i.e., street locations, weather and road conditions, school scheduling, and power outages.
- Receives money for traffic fines, cash bonds, and after hour water payments.
- Performs general maintenance tasks for equipment, i.e., changing printer ribbons, filling paper, dusting, cleaning.
- Shreds unnecessary/outdated documentation as directed.
- Performs related work as required.

(Note: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.)

REQUIREMENTS

A. Training and Experience:

- Obtain listed certification within one (1) year of hiring date at Departmental expense: Certifications: TCIC/NCIC, 9-1-1, Fire Service Dispatch, Texas Commission on Law Enforcement (TCOLE) Telecommunications Operator.
- High school diploma or GED; supplemented by minimum six (6) months experience in answering telephones and dealing with the public; or an equivalent combination of education, training, and experience.

B. Knowledge, Skills, and Abilities:

- Ability to listen and communicate effectively.
- Ability to evaluate a situation and determine the appropriate level of response needed.
- Ability to work in a multi-tasking environment with constantly changing priorities.
- Ability to handle stress, remain calm and function under circumstances that present life-threatening situations.
- Considerable knowledge of City/regional geography.
- Considerable knowledge of TCIC/NCIC operations and procedures and laws applicable to dispatch services performed.
- General knowledge of principles and procedures for utilizing data base information

Revised 8/16/17



City of Rockwall

**COMMUNICATIONS SPECIALIST
(9-1-1 Dispatcher)
POLICE DEPARTMENT**

Grade: 15
FLSA: NE

systems.

- Ability to read, write, spell, and perform basic mathematical calculations, i.e., addition, subtraction, multiplication, and division.
- Ability to concentrate on assigned tasks/duties through many distractions, as well as process multiple calls simultaneously when circumstances warrant.
- Ability to operate general modern office equipment.
- Ability to establish and maintain effective relations with supervisor, other departments, public agencies, the general public and fellow personnel.
- Ability to work in a confined area for 8+ hours and remain seated for extended periods of time.
- Ability to wear an inner or outer ear headset for a period of 8 – 12 hours, each shift.

C. Physical requirements:

- Tasks are essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities.
- Tasks involve some physical effort, i.e., some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment; may involve extended periods of time at a keyboard or work station.

D. Environmental requirements:

- Tasks are routinely performed without exposure to adverse environmental conditions (e.g. dirt, cold, rain, and fumes).
- Tasks may require exposure to dust or pollen.

E. Sensory Requirements:

- Tasks require visual perception and discrimination.
- Tasks require oral communications ability.
- Tasks require good listening abilities.



City of Rockwall

**COMMUNICATIONS SPECIALIST
(9-1-1 Dispatcher)
POLICE DEPARTMENT**

Grade: 15

FLSA: NE

F. HIPAA Compliance Statement

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City of Rockwall

**COMMUNICATIONS SPECIALIST
(9-1-1 Dispatcher)
POLICE DEPARTMENT**

Grade: 15
FLSA: NE

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Signature/Approval

Employee (Print Name)

Date

Employee (Signature)

Date

Immediate Supervisor

Date

Kirk Riggs, Chief of Police

Date

Administrative Services/HR Director

Date



City of Rockwall

**Firefighter/EMT
Fire Department**

Grade: F5
FLSA: NE

SUMMARY

Under the direction of Rockwall Fire Department staff including the Fire Chief, Assistant Chief, Battalion Chief, and Captain, the position will perform firefighting duties and rescue operations, administer emergency medical services, perform preventative maintenance of fire apparatus and equipment, and perform other duties as assigned.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Respond to fire, rescue, medical, hazardous material, and other emergency and non-emergency calls for service.
- Perform fire suppression functions including firefighting, rescue operations, deploying and operating hose lines, ventilation (including roof ventilation), and salvage; pre-fire planning; and other related tasks associated with fire suppression, rescue operations and emergency medical responses.
- Perform Fire Prevention/Education functions as assigned including station tours, show-and-tell events at schools, etc.
- Provide pre-hospital care to sick and/or injured patients.
- Step up to Driver Engineer position as assigned including driving and inspecting fire apparatus and operating equipment including fire pump.
- Prepare records and reports related to incident responses and equipment operations.
- Respond to calls for service and use all assigned equipment in a safe manner and in accordance with established policies and procedures including, but not limited to, hose lines, ladders, pike poles, halligan tools, extrication equipment, saws, medical equipment, etc.
- Operate apparatus safely and in accordance with established policies and procedures.
- Maintain a familiarity with streets, hydrants and buildings within the response area.
- Participate in all assigned training, including individual and company-level training.
- Study technical materials on equipment operation, fire suppression, and fire prevention to improve and/or maintain effective levels of performance.
- Communicate professionally and courteously with other firefighters, city staff, and citizens.
- Inspect, clean, and maintain apparatus, equipment, station, and grounds.
- Adhere to the City and departmental safety policies and the Fire Department Standard Operating Procedures.
- Perform other duties as assigned by the Fire Chief or other officers of the department.
- Required to report for work punctually, work all scheduled hours, and any required overtime as deemed necessary. Must maintain a physical condition and standards necessary for the proper performance of duties.



City of Rockwall

**Firefighter/EMT
Fire Department**

Grade: F5
FLSA: NE

REQUIREMENTS

A. Education, Training and Experience:

- Must have 45 hours of college credit from a state accredited college. Military/Previous Fire Service College Credit: Receive three (3) college credit hours up to a maximum accumulation of 15 hours for every one (1) year Active Military Duty and/or Previous Experience as a TCFP certified structure firefighter.
- Must possess a Basic Fire Suppression certification through the Texas Commission on Fire Protection.
- Must be certified as an Emergency Medical Technician (EMT) through the Texas Department of State Health Services.
- Must have a valid Class C Texas Driver's License. Must obtain a Class B Texas Driver's License within 3 months of employment.

B. Knowledge, Skills, and Abilities:

- Basic working knowledge of Microsoft computer applications including Word, Excel, and Power Point.
- Knowledge of pre-hospital emergency medical care at the basic life support level.
- Knowledge of fire suppression and prevention methods, procedures, and techniques.
- Knowledge of procedures and methods used in safely handling and treating patients.
- Knowledge of streets and buildings in the response area.
- Knowledge of the incident command system.
- Knowledge of the laws, statutes, ordinances, codes, standards, rules and regulations pertaining to the fire service.
- Skill in the care and safe operation of a variety of fire service emergency equipment.
- Skill in oral and written communications for effective expression of concepts and instruction.
- Ability to analyze situations quickly and objectively.
- Ability to determine proper courses of action within the established framework of policies and procedures.
- Ability to maintain composure under emergency situations.
- Ability to work effectively under stressful conditions.
- Ability to work well as part of a team.
- Ability to take effective action in emergency situations.



City of Rockwall

**Firefighter/EMT
Fire Department**

Grade: F5
FLSA: NE

C. Physical requirements:

- Maintain physical activity over prolonged periods of time including standing, attacking a fire, walking, kneeling, stooping in awkward positions, and/or moving/lifting overhead and lifting heavy objects up to 185 pounds.
- Maintain acceptable physical fitness level, including normal hearing and binocular acuity correctable to 20/40 (20/100 uncorrected) with a slight degree of color blindness allowed (subject to review), and lack any eye condition that results in inability to safely perform essential job functions.
- Must maintain physical condition necessary for the proper performance of essential job functions.

D. Environmental requirements:

- Work in an outdoor environment subject to extreme temperatures and inclement weather with intermittent exposure to dust, fumes, and loud noise intensity.
- Tasks may be routinely performed with exposure to adverse environmental conditions (e.g. dirt, cold, rain, and fumes).
- Tasks may require exposure to extreme heat/cold or extreme weather conditions, strong odors and/or smoke, strong and/or toxic chemicals and exposure to dust or pollen.

E. Sensory Requirements:

Tasks require color, sound, odor, depth, texture and visual perception and discrimination.

F. HIPAA Compliance Statement

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule must have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities. Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.



City of Rockwall

**Firefighter/EMT
Fire Department**

Grade: F5
FLSA: NE

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Signature/Approval

Employee (Print Name)

Date

Employee (Signature)

Date

Brett Merritt, Assistant Chief

Date

Kenneth Cullins, Fire Chief

Date

Administrative Services/HR Director

Date



City of Rockwall

MAINTENANCE WORKER - WATER PUBLIC WORKS DEPARTMENT

Grade: 9

FLSA: NE

Under general supervision of the Water Department Crew Leader, performs semi-skilled to skilled work in the installation and maintenance of the City's water lines and associated equipment. Work includes connection of fittings, excavation for the installation of lines, the testing of water pressure, and job-site restoration tasks. Duties involve exposure to adverse working conditions and occasional adverse weather conditions.

EXAMPLES OF ESSENTIAL FUNCTIONS

- Ensures the safe operating conditions of the work site, i.e., traffic hazards, equipment operation, required barricades, road and site areas.
- Installs and services water mains and lines.
- Excavates trenches for main placement; applies temporary patches to street surface following repair.
- Raises, lowers and repairs valve boxes; installs water meters; installs stand pipes.
- Locates breaks, leaks, and clogs in utility lines for repair.
- Operates equipment such as front-end loaders, jet trucks, jackhammers and dump trucks in the performance of tasks.
- Assists supervisor in all tasks as directed.
- Functions on call for emergency standby duties and repairs.
- Sets up traffic control devices as directed.
- Required to report for work punctually, work all scheduled hours, and any required overtime as deemed necessary. Must maintain a physical condition and standards necessary for the proper performance of duties, with or without accommodations.
- Enter data in departments work order software system and utilize mobile data technology.

MARGINAL FUNCTIONS

- Performs related work as directed.

(Note: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.)



City of Rockwall

**MAINTENANCE WORKER - WATER
PUBLIC WORKS DEPARTMENT**

Grade: 9

FLSA: NE

REQUIREMENTS

A. Training and Experience:

- High school diploma or GED;
- Must possess or obtain within 6 months of employment a State of Texas Class A CDL driver license.
- May require Water and/or Wastewater Certification based on area of assignment.

B. Knowledge, Skills, and Abilities:

- Considerable knowledge of the practices and materials utilized in the installation and maintenance of a water utility system.
- Considerable knowledge of the practices and materials utilized in the installation and maintenance of water metering devices for municipal utility systems.
- Considerable knowledge of the occupational hazards and safety precautions of the work.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with supervisors, fellow employees and the public.
- Ability to locate leaks, stoppages and malfunctions in water lines.
- Ability to lift heavy objects and work in adverse environmental conditions.

C. Physical Requirements:

- Task may involve extended periods of time at a keyboard or work station.
- Tasks are essentially sedentary, with some physical effort, i.e., frequent walking, standing; some lifting and carrying of moderate weight (5-20 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of vehicles, office, shop, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.
- Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pounds) items and occasionally very heavy (100 pounds or over) items.



City of Rockwall

**MAINTENANCE WORKER - WATER
PUBLIC WORKS DEPARTMENT**

Grade: 9

FLSA: NE

D. Environmental Requirements:

- Tasks may require exposure to adverse environmental conditions (e.g. dirt, cold, rain, fumes), exposure to extreme heat/cold or extreme weather conditions, exposure to strong odors and/or smoke, exposure to strong and/or toxic chemicals, exposure to dust or pollen, exposure to elements that can cause illness (e.g., pathogenic substances, virus, and parasites).

E. Sensory Requirements:

- Tasks may require color, sound, odor and visual perception and discrimination.
- Tasks require oral communication ability.

F. HIPAA Compliance Statement

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule must have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities. Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.



City of Rockwall

**MAINTENANCE WORKER - WATER
PUBLIC WORKS DEPARTMENT**

Grade: 9
FLSA: NE

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Signature/Approval

Employee (Print Name)

Date

Employee (Signature)

Date

Immediate Supervisor

Date

Department Director

Date

Administrative Services/HR Director

Date



City of Rockwall

**MAINTENANCE WORKER WASTEWATER
PUBLIC WORKS DEPARTMENT**

Grade: 9
FLSA: NE

Under general supervision of the Wastewater Crew Leader, performs semi-skilled to skilled work in the installation and maintenance of the City's wastewater collection system. Employees in this class are engaged in the construction and repair of wastewater main lines, service lines, and manholes. Works includes connection of fittings, working in and around wastewater lift stations and job-site restoration tasks. Duties involve exposure to adverse working conditions and occasional adverse weather conditions.

EXAMPLES OF ESSENTIAL FUNCTIONS

- Cooperate and take direct instructions from Crew Leader. Assist supervisor in all tasks as directed.
- Ensures the safe operating conditions of the work site by setting up traffic control devices as directed.
- Construction and repair of wastewater main lines, service lines, manholes, locate breaks, leaks and clogs; install wastewater pipes, raise, lower and repair valves and fittings. Perform work around wastewater lift stations and caulk and cement fittings and manholes.
- Functions on call for emergency standby duties and repairs.
- Enter data in departments work order software system and utilize mobile data technology.
- Operates a variety of equipment such as Jet/Vac trucks, front end loader, jack hammer, dump truck, saws, grinders, drills, hammers and shovels.
- Certain tasks may require employee to go into a trench or in a confined space.
- Required to report for work punctually, work all scheduled hours, and any required overtime as deemed necessary. Must maintain a physical condition and standards necessary for the proper performance of duties, with or without accommodation.

MARGINAL FUNCTIONS

- Performs related work as directed.

(Note: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.)



City of Rockwall

**MAINTENANCE WORKER WASTEWATER
PUBLIC WORKS DEPARTMENT**

Grade: 9

FLSA: NE

REQUIREMENTS

A. Training and Experience:

- High school diploma or GED; May require Water or Wastewater Certification based on area of assignment.
- Must possess a State of Texas Class A CDL driver's license or ability to obtain within 6 months of employment.

B. Knowledge, Skills, and Abilities:

- Considerable knowledge of the occupational hazards and safety precautions of the work.
- Knowledge of the practices and materials utilized in the installation and maintenance of a wastewater utility system.
- Skill in operating hand machinery used in the maintenance and repair of wastewater facilities.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with fellow employees.
- Ability to locate leaks, stoppages and malfunctions in wastewater lines and manholes.
- Ability to lift heavy objects and work in adverse environmental conditions.

C. Physical Requirements:

- Tasks are essentially sedentary, with occasional walking, bending or light lifting.
- Tasks involve frequent walking, standing; some lifting and carrying of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.
- Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pounds) items and occasionally very heavy (100 pounds or over) items.
- Tasks involve the frequent use of coordination and manipulative skills in performing a variety of tasks with the full range of hand and power tools and shop equipment.



City of Rockwall

**MAINTENANCE WORKER WASTEWATER
PUBLIC WORKS DEPARTMENT**

Grade: 9
FLSA: NE

D. Environmental Requirements:

- Tasks may require exposure to adverse environmental conditions (e.g. dirt, cold, rain, and fumes), exposure to extreme heat/cold or extreme weather conditions and exposure to strong odors and/or smoke, strong and/or toxic chemicals, dust or pollen, and/or elements that can cause illness (e.g., pathogenic substances, virus, and parasites).
- Tasks may involve entry into confined spaces.

E. Sensory Requirements:

- Tasks may require color, sound, odor and visual perception and discrimination.
- Tasks may require oral communications ability.

F. HIPAA Compliance Statement

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule must have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities. Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.



City of Rockwall

**MAINTENANCE WORKER WASTEWATER
PUBLIC WORKS DEPARTMENT**

Grade: 9
FLSA: NE

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Rockwall. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Signature/Approval

Employee (Print Name)

Date

Employee (Signature)

Date

Immediate Supervisor

Date

Department Director/Supervisor

Date

Director of Administrative Services/HR

Date



City of Rockwall

**EQUIPMENT OPERATOR - PARKS
PARKS AND RECREATION DEPARTMENT**

Grade: 13

FLSA: NE

Under direct supervision of the Parks Operations Supervisor, performs semi-skilled work requiring basic operation of simple to moderately complex equipment for the City. Work is primarily performed at/on parks, facilities, trails, greenbelts and ballfields in upkeep and maintenance of City property. Employees in this class possess dexterity and manipulative ability, utilize a variety of hand tools and heavy equipment in the performance of tasks, and usually work in adverse environmental conditions. Position ensures the proper functioning and care of assigned equipment. Position may require working evenings, weekends and holiday hours.

EXAMPLES OF ESSENTIAL FUNCTIONS

- Operates simple to moderately complex equipment in the maintenance and upkeep of parks, ballfields, and right-of-ways, i.e., tractors, mowers, back hoes, trucks, fork lifts, bucket truck and front end loaders.
- Prepares assigned equipment for safe and efficient operating condition and accurately documents inspections prior to and after use.
- Performs and accurately documents regular and preventive maintenance, and minor repair on assigned equipment.
- Operates tractor, utility vehicles and sprayers for fertilization/weed control.
- Performs maintenance and repair on municipal property, i.e., installation and repair of playground equipment, installation and repair of fences.
- Cleans debris and refuse from City property regularly.
- Responds in a timely fashion to on-call and emergency standby duties and responsibilities.
- Required to report for work punctually, work all scheduled hours, and any required overtime as deemed necessary. Must maintain a physical condition and standards necessary for the proper performance of duties, with or without accommodation.

MARGINAL FUNCTIONS

- Performs minor plumbing/irrigation work as needed.
- Installs holiday lights/decorations
- Performs related work as directed.

(Note: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.)



City of Rockwall

**EQUIPMENT OPERATOR - PARKS
PARKS AND RECREATION DEPARTMENT**

Grade: 13
FLSA: NE

REQUIREMENTS

A. Training and Experience:

- High school diploma, GED, or vocational training; supplemented by minimum two (2) years work experience that demonstrates the ability to safely and effectively operate the aforementioned equipment and machinery; or an equivalent combination of education, training, and experience.
- Requires CDL.
- Requires a valid state driver's license.

B. Knowledge, Skills, and Abilities:

- Considerable knowledge of the various types of semi-skilled manual work performed in maintenance of municipal parks and ball fields.
- Considerable knowledge of the various types of manual, gas, or electrically powered tools, equipment, and machinery employed in maintenance, installation, and/or repair of municipal parks, ball fields, playground equipment, fences, and related structures.
- Considerable knowledge of potential hazards of the materials and equipment used in performing assigned tasks.
- Considerable knowledge of occupational safety rules and practices associated with performing duties in traffic and adverse weather conditions.
- Ability to perform manipulative tasks requiring eye/hand/foot coordination.
- Ability to perform heavy manual tasks.
- Ability to follow oral and/or written directions.
- Ability to establish and maintain effective working relationships with supervisor, fellow employees and the public.
- Ability to work in a variety of adverse environmental conditions.

C. Physical Requirements:

- Tasks are essentially sedentary, with occasional walking, bending and light lifting.
- Tasks involve frequent walking, standing; some lifting and carrying of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.
- Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined



City of Rockwall

**EQUIPMENT OPERATOR - PARKS
PARKS AND RECREATION DEPARTMENT**

Grade: 13

FLSA: NE

spaces, and lifting or carrying moderately heavy (20-50 pounds) items and occasionally very heavy (100 pounds or over) items.

- Tasks involve the frequent use of coordination and manipulative skills in performing a variety of tasks with the full range of hand and power tools and shop equipment; or the skilled and complex operation of equipment calling for adherence to exacting standards of depth, grade, dimensions, and contours.

D. Environmental Requirements

- Tasks require exposure to adverse environmental conditions (e.g. dirt, cold, rain, fumes), extreme heat/cold or extreme weather conditions, exposure to strong odors and/or smoke, exposure to strong and/or toxic chemicals, exposure to dust or pollen, exposure to poison ivy, poison oak or poison sumac.

E. Sensory Requirements:

- Tasks require sound, depth and visual perception and discrimination.

F. HIPAA Compliance Statement

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule must have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities. Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.



City of Rockwall

**EQUIPMENT OPERATOR - PARKS
PARKS AND RECREATION DEPARTMENT**

Grade: 13

FLSA: NE

ACKNOWLEDGEMENT

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Signature/Approval

Employee (Print Name)

Date

Employee (Signature)

Date

Immediate Supervisor

Date

Department Director

Date

Administrative Services/HR Director

Date



City of Rockwall

**MAINTENANCE WORKER
PARKS AND RECREATION DEPARTMENT**

Grade: 9

FLSA: NE

Under general supervision of the Parks Maintenance Crew Leader, performs manual and semi-skilled work in maintaining parks and grounds of the City. Work is primarily performed at/on parks, facilities, trails, greenbelts, ponds and ball fields, and includes duties such as installing irrigation lines, maintaining grounds, installing plant material and maintaining ball fields. Employees in this class possess dexterity and manipulative ability, utilize a variety of hand tools and equipment in the performance of tasks, and usually works in adverse environmental conditions. Position ensures the proper functioning and care of assigned equipment. Position may require working evenings, weekends and holiday hours.

EXAMPLES OF ESSENTIAL FUNCTIONS

- Performs grounds maintenance, i.e., mowing, weed eating, edging, blowing, pruning, planting, trimming, and laying sod.
- Cleans/clears debris and refuse from City property regularly.
- Performs painting, cleaning, maintenance and repair on municipal property, structures, and facilities, i.e., playground equipment, fences, buildings, pools.
- Operates tractor, utility vehicles and sprayers for fertilization/weed control.
- Drags baseball fields, rolls infields, sets base stakes, and marks fields for ball games.
- Installs flowers, trees and shrubs
- Utilizes various manual, gas, and hand held electrical tools and equipment in installing or repairing playground equipment, fences, or related structures, i.e., saws, welders, drills, hammers, shovels.
- Required to occasionally work special events that may fall on evenings, weekends or holidays.
- Required to report for work punctually, work all scheduled hours, and any required overtime as deemed necessary. Must maintain a physical condition and standards necessary for the proper performance of duties, with or without accommodation.

MARGINAL FUNCTIONS

- Installs, maintains, repairs, and programs irrigation systems.
- May operate simple to moderately complex equipment in the maintenance and upkeep of parks, ball fields, and right-of-ways, i.e., tractors, mowers, dump trucks.
- Installs holiday lights/decorations.
- Performs related work as directed.

(Note: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.)



City of Rockwall

**MAINTENANCE WORKER
PARKS AND RECREATION DEPARTMENT**

Grade: 9
FLSA: NE

REQUIREMENTS

A. Training and Experience:

High school diploma, GED, or vocational training; supplemented by minimum one (1) year work experience that demonstrates the ability to safely and effectively operate the aforementioned equipment and machinery; or an equivalent combination of education, training, and experience. Requires a valid state driver's license. Baseball field prep and infield grooming experience preferred.

B. Knowledge, Skills, and Abilities:

- Considerable knowledge of the various types of semi-skilled manual work performed in maintenance of municipal parks and ball fields.
- Considerable knowledge of the various types of manual, gas, or electrically powered tools, equipment, and machinery employed in maintenance, installation, and/or repair of municipal parks, ball fields, playground equipment, fences, irrigation systems, pools and related structures.
- Considerable knowledge of potential hazards of the materials and equipment used in performing assigned tasks.
- Considerable knowledge of occupational safety rules and practices associated with performing duties in traffic and adverse weather conditions.
- Ability to perform manipulative tasks requiring eye/hand/foot coordination.
- Ability to perform heavy manual tasks.
- Ability to follow both oral and written directions.
- Ability to establish and maintain effective working relationships with supervisor, fellow employees and the public.
- Ability to work in a variety of adverse environmental conditions.

C. Physical Requirements:

- Tasks involve frequent walking, standing; some lifting and carrying of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.
- Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pounds) items and occasionally very heavy (100 pounds or over) items.
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City of Rockwall

**MAINTENANCE WORKER
PARKS AND RECREATION DEPARTMENT**

Grade: 9
FLSA: NE

D. Environmental Requirements:

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E. Sensory Requirements:

- Tasks require sound, depth and visual perception and discrimination.

F. HIPAA Compliance Statement:

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City of Rockwall

**MAINTENANCE WORKER
PARKS AND RECREATION DEPARTMENT**

Grade: 9

FLSA: NE

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