

COUNTY OF POTTER  
EMPLOYMENT OPPORTUNITIES  
AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs a qualified individual to fill the following position. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, contact the Personnel Office, Santa Fe Bldg, 7<sup>th</sup> Floor, Ste 705, or call 349-4831. The decision to interview an applicant is made at the sole discretion of the department head or elected official in whose department the opening exists. The following requirements and qualifications are necessary to apply for the position:

**JOB TITLE**

**UTILITY WORKER**

GENERAL  
DESCRIPTION:

Under the supervision of the Roadway Foreman, performs maintenance work in a specialized or routine maintenance crew. May perform some duties independently or occasionally a very small crew. Work requires contact with public.

JOB DUTIES:

Spends majority of the time performing the following duties:  
Assist all crews with various tasks, as needed  
Perform road repairs (potholes, shoulders & edges, guard rails, signs, etc.)  
Perform traffic control (placing & gathering cones, flagging traffic, etc.)  
Assist in repairing and erecting signs.  
Mow (ROW, VFD yards, any county owned property, etc.)

EQUIPMENT:

Operate pneumatic roller, rotary broom, street sweeper, tractor and mower and any non-CDL equipment

DUTIES AS REQUIRED:

**Dependability is a must.** Hours are 6:53 am to 5:23 pm, Monday through Thursday  
Perform minor maintenance and equipment repair (fueling, oil change, tire service etc.)  
**Must be on call to assist during emergency situations such as fires, floods, snowstorms & accidents.**  
Must sand bridges and roads, put up warning signs, assist public, etc.  
May occasionally do litter pickup and mow county rights-of way

REQUIREMENT:

Valid Class C Texas Driver's License and must remain in good standings  
Some experience in roadway maintenance work or related field, not required

KNOWLEDGE, SKILLS,  
AND ABILITIES:

Ability to follow verbal and written instructions and work effectively with other employees. Ability to lift up to 100 lbs and work under variable weather conditions.

STARTING SALARY:

\$17.00 hourly (40 hrs/week) DOE plus benefits; FLSA-Nonexempt

PHYSICAL  
ACTIVITIES  
REQUIRED:

Including but not limited to: Bending, Carrying, Crouching, Kneeling, Lifting, Digging, Drilling, Handling, Hearing, Repairing, Installing, Sitting, Walking, Squatting, Turning, Unloading, Stooping, Climbing, Crawling, Standing, Driving, Cleaning, Cutting  
(The above statements are not a complete list of all responsibilities, duties and skills held or performed by employees in this job. Employees may perform other related duties as assigned.)

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED**

**“POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION,  
AGE OR DISABILITY**

**APPLICATIONS MAY BE PICKED UP AT THE POTTER COUNTY HUMAN RESOURCE OFFICE OR FOUND AT  
[www.co.potter.tx.us](http://www.co.potter.tx.us). ALL APPLICATIONS MUST BE RETURNED TO THE POTTER COUNTY HUMAN RESOURCE OFFICE  
LOCATED AT 900 S. POLK, STE 705 IN THE SANTA FE BUILDING.**