



Job Description
Staff Support Specialist
 Full-Time (32 hours/week)
 Pay Range \$25,000-\$40,000 annually

The Staff Support Specialist is the first point of contact for the City of Woodcreek and it is necessary to welcome residents and vendors who visit City Hall professionally, with a pleasant personality and a general willingness to answer questions. This position will be responsible for coordinating front desk activities, including the distribution of correspondence and redirecting phone calls. This position can be fast-paced at times, and should be able to prioritize tasks to meet deadlines or deal with an occasional emergency situation.

Essential Duties and Responsibilities

- Assists with general grounds keeping of rights of way, drainage/detention area mowing and park maintenance, herbicide and pesticide application, installation and repair, concrete work, facility cleaning, trash removal, and general carpentry, painting, plumbing, electrical, construction and mechanical maintenance, gardening, landscaping and pruning, as assigned.
- Transports tools and equipment, materials, and supplies to worksites, and loads and unloads supplies, tools, and equipment.
- Cleans and maintains work area, machines, and tools.
- Follows all safety standards including the use of protective gear and the appropriate handling of hazardous materials and chemicals, sets up warning signs and barriers around worksites and notifies supervisor of possible hazards, as needed.
- Performs routine inspections of equipment and operating machinery;
- Plants, mows grass, clears plants and trees, edges walkways and curbs, and trims shrubbery, as assigned.
- Works and sets up special events and moves furniture or equipment for City departments, as assigned.
- Assists in maintaining and making minor repairs to facilities, buildings, equipment, machinery, vehicles, and grounds.
- Operates necessary vehicles, equipment and tools, such as pickup trucks, bobcats, tractors, mowers, jack hammers, striping machines, chainsaws, carpentry tools, and garden implements.
- Cleans and organizes storage facilities and shop areas.
- Assists in the construction and assembly of equipment.
- Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Methods, practices, materials, and equipment used in the maintenance of, parks and related facilities; use and care of tools and specialized equipment; and of the basic provisions of the Texas Motor Vehicle Code relating to operation of light and heavy motorized equipment.
- Knowledge of City of Woodcreek policies, procedures, mission, and goals.

Skills in:

- Operate standard maintenance equipment applying safety standards to prevent hazards; understand and follow instructions; and establish and maintain effective working relationships with co-workers and the general public; tolerate outside working conditions, including exposure to adverse weather conditions.
- Skills for ensuring continuous improvement in processes, relationships, and cost savings.

Ability to:

- Ability to communicate with people of diverse cultural and educational backgrounds.
- Ability to establish and maintain effective, professional working relationships with City Staff, residents, vendors and the City Council and Other Advisory Bodies.
- Ability to prioritize and multi-task.
- Ability to maintain the confidentiality of City Hall and the City Council and Other Advisory Bodies until the release of such information is official.
- Ability to use basic office equipment, such as telephone, copy machine, printer.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS

Primarily in an outdoor environment. Working conditions in the field are subject to variations in temperatures, humidity and can include high wind, rain, dust and other contaminants.

TOOLS AND EQUIPMENT USED

Uses standard office equipment, including multi-line telephone, computer, fax machine, document shredder, copier, scanner, printer, etc.

PREFERRED EDUCATION, EXPERIENCE, AND CERTIFICATIONS

- High school diploma or equivalent.