

# Lavaca-Navidad River Authority

## Job Description

**Job Title:** Project Maintenance Summer Help  
**Department:** Project Maintenance and Fleet Services  
**Reports To:** Director of Project Maintenance and Fleet Services  
**FLSA Status:** \$8.00 - \$11.00 per hour  
**Prepared By:** Human Resource Manager  
**Approved By:** General Manager  
**Approved Date:** April 2021

### Summary

The incumbent of this position is responsible for assisting in the maintenance of the Project Maintenance Section. This is a temporary summer position.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Assist in performing all yard work including mowing, edging, digging, sweeping, trimming trees, plants, and shrubs, and fence repair.

Perform routine maintenance and repairs to existing buildings, machinery and equipment.

Perform rough carpentry and painting work.

Display emotional maturity, good moral character and positive attitude.

Assist LNRA personnel as needed.

Comply with LNRA Safety Manual.

### Supervisory Responsibilities

This position does not include supervisory responsibilities.

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience

Currently enrolled in high school or college.

### Language Skills

Ability to communicate effectively in the English language, both orally and in written form.

### Mathematical Skills

Basic math skills.

**Reasoning Ability**

Basic reasoning ability skills.

**Certificates, Licenses, Registrations**

Valid Texas Drivers License. Insurable driving record.

**Other Skills and Abilities**

Ability to comprehend and carry out written or oral instructions.

**Other Qualifications****Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 50 pounds. The employee must be capable of climbing a ladder to a minimum of 50 feet; climbing a minimum of one flight of stairs on an intermittent basis; and open and close wire and metal gates. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.

**Tools and Equipment Used**

While performing the duties of this job, the employee is frequently required to operate the following equipment:

Automobile, light trucks and trailers, testing equipment, computer calculator, copy machine, telephone, pager, two-way radio, gauges, meters and levels, hand and power tools, painting equipment, pressure washer, compressed air system, lawn care equipment and operation of UTV's.