

PUBLIC WORKS TECHNICIAN

GENERAL STATEMENT OF DUTIES:

Performs a variety of semi-skilled and skilled labor in maintaining the town's streets, sidewalks, water and sewer lines, other town structures, facilities, and grounds along with mowing duties.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class performs semi-skilled and skilled manual work in providing safe and attractive structures, facilities, and grounds for use by town residents. Work includes general landscaping, digging, equipment maintenance, patching pipes and pavement, general water and sewer repairs, reading water meters, mowing, solid waste collection (downtown and park), yard waste collection, driving a town truck, loading and unloading crew supplies, directing traffic, and other labor-intensive tasks. Work occurs in all weather conditions and may include working holidays and working overtime. Work is performed under the immediate on-site direction and regular supervision of the Public Works Director. The classification of Public Works Technician is non-exempt for purposes of compliance with the FLSA.

ILLUSTRATIVE EXAMPLES OF WORK:

- Mows and maintains the grounds of the pump stations, park, cemetery, and rights of way. Performs general landscaping work including mowing with riding and push mowers, trimming and pruning trees and shrubs, and cutting down trees; operates weed eater, blower, and other lawn maintenance equipment.
- Marks off graves and otherwise provides customer service in the cemetery.
- Responds to citizen requests for service.
- Monitors and maintains pump stations, water booster stations and related systems.
- Provides cut-on and cut-off service for customers moving in and out.
- Reads water meters and records readings.
- Repairs or replaces water meters.
- Repairs water lines.
- Repairs and cleans out sewer lines.
- Installs new water and sewer lines.
- Makes new water and sewer taps.
- Collects solid waste from receptacles in the downtown area and at the municipal park.
- Patches streets using "cold patch", asphalt, concrete and other materials.
- Shovels snow from sidewalks and pavements and spreads ice melting materials to prevent slippage.
- Drives truck to haul materials and plow streets.
- Operates medium excavation equipment such as a back-hoe.
- Checks and maintains equipment, including maintaining fluid levels; includes power tools and machinery maintenance; takes equipment to outside vendor as needed for oil changes, tire service, etc.

- Performs routine building maintenance and tasks related to special projects and building renovations, such as painting, installing doors, windows shelving, counters/counters tops, simple electrical repairs, painting equipment and/or buildings and related tasks.
- Performs related work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- General knowledge of manual labor and maintenance work performed by a municipality.
- General knowledge of the policies and procedures to be followed in carrying out assignments.
- Ability understand and follow oral or written instructions given by a supervisor.
- Ability to perform manual labor tasks such as seeding, disbursing straw, fertilizing, mowing, shoveling, raking, and erecting proper signage.
- Ability to operate and perform preventive maintenance on routine equipment including truck, backhoe, mower, tractor, leaf blower, weed eater, tamp, jackhammer, and other maintenance equipment.
- Ability to identify and report maintenance needs or safety issues to supervisor.
- Some knowledge of geographical location of town streets.
- Physical ability to walk and stand for long periods of time.
- Physical ability to perform duties in heavy traffic and under adverse weather conditions.
- Ability to work as part of a team.
- Knowledge of effective communication techniques sufficient to explain Town policies and procedures.

PHYSICAL REQUIREMENTS:

Heavy Work - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Employee is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned, or to make general observations of facilities or structures and surrounding including traffic.

WORKING CONDITIONS:

Employee is subject to extreme cold: Temperatures typically below 32 degrees for periods of more than one hour. Employee is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour. Employee is subject to noise: There is sufficient noise to cause Employee to shout to be heard above the ambient noise level. Employee is subject to vibration: Exposure to oscillating movements of the extremities or whole body. Employee is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles and electrical current. Employee is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation. Employee may be subject to oils. There is air and/or skin exposure to oils and other cutting fluids. Employee is subject to working in close quarters, crawl spaces, shafts, manholes, small sewage and water line pipes and other areas, which could cause claustrophobia. Employee may be exposed to infectious diseases.

EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalency and 2 years' experience performing preventative maintenance in buildings, water & sewer lines, street maintenance, and/or grounds facilities. Experience in general building maintenance, carpentry, electrical and plumbing maintenance is desired. Candidates must also be capable of working regular hours, be available to work weekends or holidays, and available for call-in duty in case of emergencies.

SPECIAL REQUIREMENTS:

Valid North Carolina Driver's License

FLSA STATUS: Non – Exempt

Disclaimer:

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town reserves the right to assign or otherwise modify the duties assigned to this classification.

October 2020