

Public Works Technician

General Statement of Duties

Performs tasks assigned to the Town's Public Works Department including street maintenance and repair, public utility activities such as, but not limited to, water and sewer repair; installing, inspecting, replacing, and disconnecting residential and commercial water meters; performing yard waste collection and disposal; maintenance of the department's fleet and equipment; and overall maintenance of the town's building, grounds, and cemetery.

Distinguishing Features of the Class

An employee in this class operates equipment and performs manual work in the operation of street and yard waste collection. The employee operates mowers and other small engine equipment to manicure the Town's rights-of-ways and other property, participating in manual tasks performing overall maintenance of the town's building, grounds, and cemetery. Performs manual labor and abides by safety rules and regulations.

In addition, an employee in this position performs work as part of a team engaged in the minor maintenance of sewer lines, including the maintenance and replacement of residential and commercial water meters. Work involves contact with the general public and knowledge of the water and sewer system customer service policies. Must be able to identify problems, responding successfully to water leaks, meter malfunctions, sewer clogs, and other similar customer service issues.

Work subjects the employee to inside and outside environmental conditions, in extreme hot and cold weather, exposed to various hazards such as working in heavy traffic, loud noise, vibration, moving mechanical parts, chemicals, fumes, odors, dust, mists, gases, poor ventilation, oils and hazards associated with maintenance work. In addition, work may be subject to the final OSHA standards on blood-borne pathogens. The employee is also subject to on-call and call-back work. Work is performed under the regular supervision of the Public Works Director. Assignments are made daily and performed under general supervision. Work is evaluated through observation, periodic conferences, inspection for adherence to instructions, standard trade, and review of records, reports, and files.

Duties and Responsibilities

Essential Duties and Tasks:

- Operates both riding and push mowers to maintain Town rights-of-way and grounds; sows' grass, picks up yard debris; utilizes hand tools such as rake and shovel.
- Operates small equipment such as weed trimmers, edgers, chain saws, pole saws, leaf blowers, and other power tools.
- Operates heavy equipment including, but not limited to, backhoes, lawnmowers, and trucks; other equipment to complete the division's work.
- Follows relevant safety practices and procedures in equipment operation, places OSHA warning signage as necessary, and flags traffic for other employees.
- During snow and storm events, helps clear Town rights-of-way and parking areas of snow and storm debris using dump trucks and other equipment.

- Assists with special events and festivals and helps with setup and take-down.
- Participates with the crew on the minor repair of water and sewer lines, meters, hydrants, valves, and other appurtenances; makes water and sewer taps.
- Installs, inspects, replaces, disconnects residential and commercial waters meters.
- Reads water meters for utility billing.
- Locates water and sewer lines and marks them for other utilities and various construction projects; locates and marks water and sewer lines.
- Operates tractor with bush hog attachment to mow and clear easements.
- Stocks and maintains assigned trucks and equipment.
- Prepares daily logs, updates work orders, or other records.

Additional Job Duties:

- Performs related duties as required or directed by the supervisor, Public Works Director, or Town Manager.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

- Working knowledge of grounds and landscape maintenance methods.
- Working knowledge of the municipal water and sewer customer service policies and procedures.
- Working knowledge of the application of information technology relevant to the work.
- Considerable knowledge of various maintenance and manual methods and tasks involved in assigned tasks.
- Some knowledge of the tools, materials, and equipment used in installing, replacing, maintenance, and minor repair of water and sewer lines appurtenances.
- Considerable knowledge of safety regulations, occupational hazards, and related safety precautions relevant to the work.
- Considerable knowledge of the hazards associated with working around raw sewage and other work hazards and the associated safety precautions.
- Skill in the use and care of assigned tools and equipment.
- Performs ground and cemetery maintenance.
- Ability to understand and follow instructions.
- Ability to perform continuous heavy manual labor at a steady pace and in varying weather conditions.
- Ability to walk for extended periods of time.
- Ability to accurately prepare records of work activities.
- Ability to communicate effectively with the public to respond to inquiries about Town services.
- Ability to establish and maintain effective working relationships with co-workers, team members, supervisors, and the general public.

Physical Requirements:

- Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

- Must be able to perform 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.
- Must possess the visual acuity to make visual inspections of work assigned and completed.

Desirable Education and Experience:

Graduation from high school, or equivalent, considerable experience in utility maintenance and other maintenance and repair work; or an equivalent combination of education and experience.

Special Requirement:

- Ability to obtain a valid Class C North Carolina Commercial Driver's License within six months of hire.