Public Works Technician

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs difficult skilled technical work supervising, overseeing, and operating a variety of medium to heavy equipment needed for the installation, repair, and maintenance of water and wastewater systems and appurtenances; does related work as required. Work is performed under limited supervision.

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm’s length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. Work around raw sewage also subject to bloodborne pathogens. Worker is also exposed to potential electrical hazards as well.

ESSENTIAL FUNCTIONS/TYPICAL TASKS: Managing the operations, installation, construction, maintenance, repair, and regulatory compliance programs of the water distribution and wastewater collection system and the water and wastewater treatment plants. Manages record keeping systems for operations, construction projects, contracts, maintenance, and customer records and files.

Wastewater –

Under supervision of the Public Works Director, will learn basic plant equipment operations and assist in monitoring equipment and processes for proper operations.

Reviews and prioritizes maintenance work orders, plans for work order completion, and maintains records and databases.

Ensures compliance with regulatory agencies as well as state and federal laws.

Performs routine to complex technical assignments related to the operation and maintenance of wastewater facilities.

Collects samples and performs minor laboratory tests, analyzes results, and enters data into computer system.

Will monitor the treatment process through physical inspections and instrumentation and report to the ORC.

Operation, maintenance, and repair of the irrigation system.

Responsible to installing, repairing, and maintaining pumps, motors, chemical feed equipment, compressors, valves, and piping.

Water System –

Responds to and resolves work orders for customer complaints and problems, maintains records and databases.

Installs, repairs, and maintains water meters.

Collects and records data from water meters monthly for billing customers.

Turns water service on and off; reads meters; and investigates leaking meters, plumbing fixtures, and other possible reasons for high usage.

Collects samples and performs minor laboratory tests.

Reads maps and locates water and sewer lines for 811 requests.

Streets Department –

Installs and replaces street signs.

Maintains and cleans streets by clearing ditches and drains, mows grass along rights-of-ways.

Repairs potholes if possible.

Cleans storm drains; mows, trims and landscapes work area.

Performs work in high traffic areas.

General Maintenance –

Responsible for repairs and maintenance on all Town owned property.

Performs grounds maintenance duties including mowing grass, trimming shrubs, removing weeds, etc.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge and skill in carpentry, painting, plumbing, electrical repair, grounds maintenance and/or basic equipment or vehicle maintenance and repair.

Knowledge of the use of common hand and specialized power tools.

Ability to make minor repairs to the tools and equipment assigned.

Ability to establish and maintain effective working relationships with other employees and citizens.

Requires attention to detail, clear communication, and teamwork.