

PUBLIC SERVICES TECHNICIAN

General Statement of Duties

Performs responsible semi-skilled and skilled work in the water distribution, sewer collection, well and wastewater plant maintenance, and the maintenance of streets, storm drains, parks, sidewalks, and Town facilities.

Distinguishing Features of the Class

An employee in this class participates in maintenance of public utilities, infrastructure, public buildings, streets, storm drainage, rights-of-way, parks, and landscaping. Work includes mowing various public lands, patching asphalt, maintaining street signs, checking and maintaining water and sewer pump, installation of new water and sewer taps and services, reading water meters, repairing water and sewer lines and appurtenances, and general building and facility maintenance. Work also includes participating in building maintenance including plumbing, carpentry, painting, masonry, and minor electrical repairs. The employee is subject to hazards associated with public works and utilities including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, odors, dusts, mists, and oils. Employees are also subject to OSHA's final standards on blood borne pathogens and on-call and call-back work. Work is performed under general supervision and is observed occasionally while in progress or upon completion.

Duties and Responsibilities

Essential Duties and Tasks

Cleans and maintains sewer plant; checks and maintains water and sewer pumps; participates in reading water meters; operates tapping machines to install new water and sewer services; repairs water and sewer lines, meters, hydrants and valves; unclogs sewer lines.

Mows public grounds, parks, greenways and other areas; trims and removes trash; prunes trees and limbs for sight distance and other needs; plants flowers, irrigates and mulches, sprays pesticides; checks and maintains playground equipment for safe operation; empties trash cans and checks and cleans restrooms.

Operates front end loaders, back hoes, dump trucks, tractors, snow plows and electric tools.

Participates in patching pot holes, utility cuts, sidewalk or storm sewer system repair and maintenance; mixes, pours, and finishes concrete; cleans streets; removes trash and leaves; unstops storm sewers using rake or shovel; fabricates, installs and replaces street signs and paints street markings; prunes trees and brush to improve sight distances using chain saws; re-seeds or grades areas.

Participates in building maintenance and repair activities including plumbing, carpentry, masonry, minor electrical and related activities; may perform welding or metal fabrication.

Plans work in advance; takes needed tools, equipment and materials to the work site.

Sets up and cleans up for special events; hangs banners and decorations; removes snow and ice from streets, sidewalks and steps; repairs street lights.

Washes and cleans assigned equipment; performs routine servicing such as checking fluid level, tire pressure, changes oil, hoses and filters; replaces street sweeper brooms.

Completes work orders and maintains other simple records of work activity in manual and electronic formats.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Working knowledge of the traffic laws and regulations governing equipment operation, traffic flagging, and working in the right of way.

Working knowledge of the principles and practices of operating and servicing medium size equipment.

Working knowledge of the occupational hazards involved and the safety precautions necessary to operate large equipment in heavy traffic.

Working knowledge of asphalt and concrete repair work, landscaping, and general building repair.
Some knowledge of office technology.
Some knowledge of municipal policies and procedures regarding water, sewer and other services.
Skill and care in the operation of vehicles and specialized equipment.
Ability to understand and follow oral and written directions.
Ability to make minor repairs and adjustments to equipment.
Ability to deal courteously with the public.
Ability to establish and maintain effective working relationships with supervisor and crew members.
Ability to maintain records of work activities.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, crawling, pushing, pulling, reaching, walking, lifting, and hearing.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds of force constantly.

Must possess the visual acuity to operate heavy construction equipment in a safe manner.

Desirable Education and Experience

Graduation from high school and some experience in the maintenance of buildings, landscape, streets, utilities and appurtenances; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina commercial driver's license.

May require possession of pesticide applicator certification.

Administering the Class

Employees should not complete the probationary period until attainment of commercial driver's license.