

# PUBLIC WORKS TECHNICIAN

**Department:** Public Works

**Supervisor:** Public Works Director

**Revision Date:** 2/1/2021

**Salary Classification:** Hourly

**FLSA Status:** Non-Exempt

**NCLM Position Code:** 20420

## **General Statement of Duties:**

Performs routine unskilled and semi-skilled work in the maintenance, landscape and care of Town buildings, grounds and related Town property.

## **Distinguishing Features of the Class:**

An employee in this class performs a variety of routine unskilled and semi-skilled grounds maintenance tasks requiring the use of hand tools and light to medium equipment operation. Work involves operating equipment to cut grass, edge, mulch, fertilize, prune and trim trees, weed-eat, remove leaves and debris, maintain flower beds, and other similar tasks in grounds and landscape maintenance around Town facilities, in public rights of way and in other designated areas. Work also involves maintaining the cleanliness of the Town's parks, including stocking and cleaning park restrooms, removing trash, repairing washout of trails, and keeping trails and streams clean. The employee also installs and repairs street signs and assists with the hanging of banners and lights during various seasons of the year. The employee may also answer questions from citizens and park patrons when performing work. Employee must be conscious of safety methods to avoid injury to others and self. Employee is subject to hazards in grounds maintenance work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as noise, moving mechanical parts, chemicals, dusts, atmospheric conditions, and oils. Work is performed under regular supervision and reviewed while in progress and upon completion to determine that proper work methods are being followed and that assignments are carried out correctly.

## **Duties and Responsibilities**

### **Essential Duties and Tasks:**

1. Maintains Town parks and grounds by cutting grass, trimming and edging, mulching, weeding and performing other landscape and grounds maintenance activities.
2. Operates a variety of hand tools and power equipment including, but not limited to, riding and push mowers, hedge trimmers, loppers, weed eaters, blowers, chain saws, pole saws, shovels, rakes, and other light equipment for landscaping and tree maintenance activities.
3. Performs tree and shrub maintenance including hedge and tree trimming; pruning; removing fallen limbs and trash; and raking leaves.
4. Participates in cold patch and asphalt repair to streets; smooths asphalt; participates in erection, maintenance and repair of street signs and street markings.
5. May provide traffic flagging and control to help ensure a safe work zone when working around traffic.
6. Performs leaf and debris removal on Town streets, grounds and parks.

7. Performs park maintenance duties including stocking and cleaning restrooms and maintaining trails and picnic areas.
8. Picks up trash on Town streets and in common areas, parking lots and rights-of-way; cleans culverts and other drainage structures; blows and sweeps sidewalks.
9. Operates trucks and small motorized equipment safely and efficiently.
10. Performs equipment inspection to ensure proper operation; ensures cleanliness and proper storage of tools and equipment after use.
11. Assists other department employees in performing a variety of custodial, construction and maintenance work.
12. Performs preventive maintenance on Town vehicles and on a variety of equipment; keeps vehicles clean.

**Additional Job Duties:**

Performs related duties as required.

**Recruitment and Selection Guidelines**

**Knowledge, Skills and Abilities:**

- General knowledge of materials, tools and equipment used in municipal maintenance and construction, particularly in the area of grounds maintenance.
- Working knowledge of the occupational hazards and related safety precautions of the work.
- Skill in operation of assigned equipment.
- Ability to understand and carry out oral and written instructions.
- Ability to use hand tools and operate equipment with skill and safety.
- Ability to deal courteously with the general public.
- Ability to establish and maintain effective working relationships with supervisors, other employees and the general public.

**Physical Requirements:**

- Must be able to physically 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; up to 50 pounds of force frequently; and up to 20 pounds of force constantly.
- Must possess the visual acuity to operate mobile equipment and other mechanical equipment such as mowers and chain saws in a safe manner, perform mechanical task, and to visually inspect and prepare reports including the analysis of data and figures.

**Desirable Education and Experience:**

Graduation from high school and experience in grounds maintenance work; or an equivalent combination of education and experience.

**Special Requirements:**

- Prefer possession of a valid North Carolina driver's license.

**Special Note:** This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.