

JOB TITLE: Public Works Technician - I

DEPARTMENT: Public Works

JOB SUMMARY: This position is responsible for performing maintenance, repair, and animal control duties.

MAJOR DUTIES:

- Picks up trash and debris from roadside and other town property.
- Performs animal control duties; removes dead animals; captures stray animals.
- Maintains drainage system; repairs drain pipes; removes debris from storm grates.
- Empties park trash cans; repairs playground equipment.
- Operates tractor to move or haul dirt, rocks and debris and to mow roadsides and town property.
- Operates snow plow.
- Operates brush and weed trimmers.
- Performs routine maintenance on equipment.
- Performs routine carpentry work, general repair and maintenance.
- Performs routine electrical repair and maintenance.
- Performs routine plumbing repair and installation.
- Changes fountain pumps and fountain heads.
- Assists with water and wastewater operations related tasks.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of town policies and procedures and department and safety rules and regulations.
- Skill in operating various hand and power tools.
- Skill in following instructions.
- Skill in operating heavy equipment such as a tractor or snow plow.

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- Skill in performing routine plumbing, electrical, and carpentry repairs.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Superintendent or Field Operations Supervisor assigns work in terms of general instructions. The supervisor spot checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include state building and fire codes, electrical and plumbing codes, technical manuals, blueprints and drawings, department and safety rules, and town and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related building service and maintenance duties.

SCOPE AND EFFECT: The purpose of this position is to maintenance and repair duties. Successful performance helps ensure a clean, safe, and comfortable town environment.

PERSONAL CONTACTS: Contacts are typically with co-workers, other town employees, vendors, electricians, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools requiring a high degree of dexterity, and must be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is performed outdoors and in town buildings. The employee is exposed to noise, dirt, dust, grease, machinery with moving parts, irritating chemicals, and occasional inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

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- o Possession of a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.