

## **Public Works Technician**

**Salary Range - \$43,000 - \$45,000 a year – permanent, full-time position**

Benefits are included (Local Government Retirement, Health Insurance, leave time, etc.)

### **Full Job Description:**

An employee in this class is under the direction of the Public Works Director and Town Manager and is responsible for assisting in planning, organizing, and directing the work of employees engaged in public works and utility systems installations, construction, maintenance, and repair. Work managed includes streets, property maintenance, solid waste management, stormwater management, and water distribution and waste-water collection systems operation and maintenance. The employee may serve as Operator in Responsible Charge of the water distribution and/or sewer collection systems and backflow prevention/cross connection control. Work involves regulatory compliance and service excellence, oversight of capital improvement projects, and addressing citizen issues and problems; Work requires project management skills. Work will subject employees to inside and outside environmental conditions while construction projects are in process. When completing and/or inspecting projects, the employee may be exposed to noise, equipment, fumes, and other possible safety hazards. Considerable tact and courtesy are required due to frequent public contact. Work is performed under the direction of the Public Works Director.

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

Performs scheduled plant inspections and serves as the backup operator responsible for assigned systems. Monitors gauges, meters, and control panels; and controls variations and operating conditions of the treatment process. Records meter and gauge readings. Maintains records pertaining to production, maintenance, and treatment as required including reading charts, flow meters, and gauges to detect equipment malfunctions. Collects samples and performs necessary chemical analysis in accordance with system sampling requirements. Extracts samples and performs routine laboratory tests, documenting and certifying test results. Participates with crews engaged in reading, repairing, and replacing water meters and connecting and disconnecting service; repairing and maintaining water and sewer lines, hydrants, and valves; repairing and cleaning storm sewer systems; building catch basins; mowing, removing snow, and related tasks. Washing and cleaning assigned equipment; performs routine servicing such as checking fluid level, tire pressure, lights, greases, changes oil and filters; may assist on more complex repairs. Participates in and/or assists in making utility system taps, installation, and repairs to distribution and collection lines, meters, meter boxes, and related appurtenances. Participates and/or assist in a variety of public works functions including driving solid waste trucks, mowing, repairing streets,

cleaning catch basins and related public work functions. Must be available to work overtime and take “on-call” responsibilities. Responsible for addressing service orders pertaining to customer service, water distribution, and/or collections system calls. Performs groundskeeping and janitorial duties.

**Knowledge, Skills, and Abilities:**

- Knowledge of the practice of operating and servicing medium and large equipment.
- Knowledge of the occupational hazards related to safety precautions for large equipment in traffic and in tight locations and around overhead and underground utilities.
- Ability to establish and follow an appropriate route working efficiently without close supervision.
- 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 simple records.
- Skills in collaborative conflict resolution, public speaking, and customer contact.
- Ability to perform cost estimations, plan, design, and manage large municipal projects.
- Ability to interpret and prepare clear and concise reports and present findings and recommendations.
- Ability to maintain effective working relationships and communicate effectively with Town, State Regional officials, and local officials and community leaders, other department heads, supervisors, employees, the general public, and contractors.
- Ability to present ideas effectively in oral and written form.
- Ability to exercise sound judgment and initiative.
- Ability to be tactful and to use diplomacy in dealing with the public, especially in handling and resolving complaints.
- In the temporary absence of the Public Works Director, the Public Works Technician will be responsible for fulfilling the duties of the Public Works Director. This person will be responsible for leading the team and department during the Public Works Director's absence.

**Licensing / Certification Requirements:**

A valid NC Driver’s license is required. Within 180 days of hire, the applicant must obtain a CDL Class B license.

Class B-Water Distribution, Cross Connection, WWII, and Grade II Collections must be obtained within 18 months.

**Education Requirements:**

A high school diploma is required; the applicant must reside within ten miles of town limits due to on-call responsibilities.

**Physical Requirements:**

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

Must be able to do light work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently, and/or a negligible amount of force frequently and/or constantly.

Must possess visual acuity to produce and review written reports and records including mathematical calculations, to operate a computer terminal, to analyze data, and to read maps, schematic drawings, and plans, to operate trucks or other equipment, and to inspect work to determine accuracy, neatness, and thoroughness.

**JOB LOCATION: Broadway, NC**

**POSITION TYPE: Full Time**

**APPLICATIONS: Obtained at Broadway Town Hall; Resumes and References Highly Encouraged**