

PUBLIC WORKS TECHNICIAN

General Statement of Duties

Performs a variety of responsible unskilled and semi-skilled maintenance, repair, and construction work on streets, buildings, grounds, and storm water management.

Distinguishing Features of the Class

An employee in this class performs a variety of unskilled, semi-skilled, and occasionally skilled tasks in the construction, maintenance, operation, and repair of streets, sidewalks, drainage systems, buildings, grounds, and other facilities. Work also includes helping with preparation for various meetings and special events for the Town. Work involves operating a variety of tools and light, medium and heavy equipment to build, repair and replace streets and other infrastructure. Employees are subject 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, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work with solid waste may subject the employee to the final standards of OSHA on bloodborne pathogens. Employees may be subject to standby work for storms. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

Duties and Responsibilities

Essential Duties and Tasks

- Cleans Town facilities including sweeping, vacuuming, bathrooms, windows, disinfecting, keeps paper products and soap filled, sweeping or blowing sidewalks, and removing trash from sidewalks and around building.

- Cleans and stocks public bathrooms throughout the Town.

- Operates light and medium equipment; performs preventive maintenance and minor repairs to equipment.

- Participates in mowing, weed eating, trimming bushes, mulching, planting, fertilizing, irrigating, pest control, and other landscape maintenance tasks.

- Assists with or makes plumbing, electrical, HVAC and carpentry repairs and/or light construction projects, paints, replaces light bulbs, arranges furniture, and performs other building and facility maintenance and repair tasks.

- Participates in the set-up, take down and clean-up of various seasonal facilities and structures.

- Participates in storm clean up, removal of debris, and repair of facilities.

- Maintains simple records of work activities.

Additional Job Duties

- Performs related tasks as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- Working knowledge of tools, materials and equipment used in public works construction and maintenance work.

- Working knowledge of the occupational hazards and safety precautions of the work.

- Some knowledge of municipal maintenance and construction practices.

- Some knowledge of traffic laws, ordinances and regulations pertaining to operations of motorized equipment.

Skill in the use of light to medium motorized construction and maintenance equipment and a variety of hand and construction tools.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with citizens, supervisors, and other employees and work effectively in teams.

Ability to operate light to medium equipment with skill and safety.

Ability to prepare simple written records of work activities.

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, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds of force frequently; and 10 pounds constantly.

Must possess the visual acuity to operate mobile equipment such as the loader and dump truck in a safe manner.

Desirable Education and Experience

Graduation from high school and experience in semi-skilled maintenance or construction work which provides the required knowledges, skills, and abilities; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

Beaufort
2022

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 completed 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.