

PUBLIC SERVICES 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 system and performs solid waste collection for the Town.

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 collecting yard waste, appliances, and furniture; participating in vector control, and 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 may also subject the employee to the final standards of OSHA on bloodborne pathogens. Employees may be subject to on-call and call-back work. 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

Operates construction equipment such as dump trucks, loaders, tampers, trenchers, air compression driven equipment, and other related light and medium equipment; performs preventive maintenance and minor repairs to equipment.

Participates in asphalt and concrete repair to streets, sidewalks, curb and gutter and other street facilities; fabricates and erects street signs; installs and removes parking meters.

Repairs, maintains and cleans storm sewers, pumps, and catch basins; removes and cleans pump impellers.

Participates in mowing, 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; cleans buildings, 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 such as tents, stages, reviewing stands, banners, decorations, etc.

Leads, supervises, trains, and insures security of inmates involved in the work of the unit; may transport inmates to and from correctional facility.

Operates back hoes to remove sand from sea wall, remove debris and tires from the beach, and bury dead marine animals; operates boom loader to collect and dispose of yard waste, furniture and appliances; operates street sweeper; operates bucket truck to install and remove banners and decorations.

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

Operates mosquito spraying equipment; participates in application of larvicide.

Delivers roll out carts and recycle bins to citizens.

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 and utility 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.

Ability to understand oral and written instructions.

Ability to establish and maintain effective working relationships with citizens, supervisors, and other employees.

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 heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 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; may require possession of a commercial driver's license.

May require possession of pesticide applicator certification for ornamental and turf and/or for public health, and/or for right of way.

May require possession of inmate supervisor certificate from NC Department of Corrections.

Atlantic Beach
2006

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.