



# City of Waterville

An Equal Opportunity Employer

## POSITION DESCRIPTION

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**Position Title:** Public Works Technician

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specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**QUALIFICATIONS:** An example of acceptable qualifications:

Competent training and certification from a technical or vocational school and two (2) years applied experience in a trade area related to the work activities of the Public Works Department; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. An individual who poses a direct threat to the health and safety of themselves or others in the workplace will be deemed not qualified for this position.

**LICENSURE OR CERTIFICATION REQUIREMENTS/PREFERENCES:**

Must possess a valid Ohio Class B Commercial Driver's License with tank endorsement without record of suspension or revocation in any state and be eligible for coverage by the City's vehicle insurance provider. Ohio Environmental Protection Agency Class I – Wastewater Collection License, Ohio Environmental Protection Agency Class I Water Distribution License, Ohio Commercial Pesticide Applicator's License and/or International Society of Arboriculture Certified Arborist Municipal Specialist® desirable.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** (\* indicates developed after employment)

- (1) Extensive knowledge of the procedures, methods, tools and equipment regarding the various tasks performed by the department.\*
- (2) Ability to analyze problems and plan solutions.
- (3) Ability to maintain records on materials needed and used.
- (4) Ability to operate power tools and light to heavy equipment
- (5) Knowledge of the geography of the City of Waterville.\*
- (6) Knowledge of department policies and procedures.\*
- (7) Knowledge in the proper care of the variety of tools and equipment assigned to the department.
- (8) Use of acute judgment regarding the health and safety of the public, fellow employees and oneself.
- (9) Ability to communicate effectively in oral and written form.
- (10) Ability to use tact in dealing with the public.
- (11) Ability to drive City vehicles.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive.

Various types of City vehicles, tools and equipment.

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Position description approved:

/s/ James M. Bagdonas  
Municipal Administrator

07/15/2013  
Date

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date