City of Waterville

An Equal Opportunity Employer

POSITION DESCRIPTION

	Position Title:	Public Works Technician	
Department:	Public Works		Public Works Superintendents
Employment Status:	Full-time		N/A
Civil Service Status:	Classified		Non-Exempt

GENERAL STATEMENT:

Under limited supervision, performs skilled, semi-skilled and unskilled work in the installation, maintenance and repair of buildings, equipment, vehicles, water distribution system, storm sewer system and wastewater collection system.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Performs complex maintenance and repair work on a regularly scheduled basis.
- (2) Assists in the day-to-day operation and management of the City's sewer collection systems, including twice-daily checks of sewage lift stations.
- (3) Answers service calls from customers about sewer problems and troubleshoot such problems.
- (4) Inspects new storm and sanitary service taps.
- (5) Locates lines and taps for OUPS calls.
- (6) Operates all City Public Works Department equipment.
- (7) Undergoes special training related to confined spaces, sewer cleaning truck and CCTV sewer inspection truck.
- (8) Assists other City departments as needed.
- (9) Performs complex carpentry, hydraulic, electrical or plumbing assignments.
- (10) Installs, repairs and replaces water meters, remotes, curb boxes and service stops.
- (11) Reads water meters as needed.
- (12) Repairs water main breaks.
- (13) Works on leaf collection, tree maintenance, landscaping tasks, street sweeping, mowing and installation and maintenance of traffic signs.
- (14) Performs snow removal and road repairs of all types.
- (15) Works on the maintenance of all City buildings, parks, streets and rights-of-way.
- (16) Maintains equipment used in various City operations.
- (17) Responds to department-related emergencies when necessary.
- (18) Represents the City and the department in a variety of local, county and other meetings.
- (19) Performs other duties as required or assigned. These functions and duties listed in this description are intended only as illustrations of the various types of work that may be performed. The omission of

City of Waterville

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title: Public Works Technician

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.

City of Waterville

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title:	Public Works Technician
Position description approved:	
/s/ James M. Bagdonas Municipal Administrator	07/15/2013 Date

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