

Public Works Technician

FLSA Status: *Non-Exempt*

General Definition of Work

Under the direction of the Public Works Director, this position performs general skilled maintenance activities and functions and is responsible for maintenance related tasks and other manual labor tasks in and around the Town of Kenly. The worker utilizes equipment such as hand tools, power tools, mowers, tractors, and other machinery in the course of their position. The employee is exposed to and must be able to work in adverse environmental conditions such as dirt, rain, strong odors and or smoke, exposure to dust or pollen, heat/cold or extreme weather conditions. This employee performs additional duties as assigned and complies with all Town of Kenly rules, regulations, and procedures.

Essential Functions/Typical Tasks

Performing a variety of unskilled and semiskilled manual labor tasks in the maintenance and repair of public facilities, grounds, streets, utilities and related facilities.

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

In addition to other duties listed in this Job Description, the Public Works/Maintenance Technician must be able to perform the following additional essential job duties with or without reasonable accommodation:

- The position involves skilled labor to include, but not limited, to repairing water leaks, sewer lines, streets, mowing, maintenance and general construction;
- This work requires the occasional exertion of up to 100 pounds of force;
- Use hand tools to dig ditches or holes;
- Load and unload materials and equipment;
- Trim trees, pick up brush, and load brush onto a truck;
- Cut grass using a push or riding mower or power trimmer;
- Occasionally operate other light equipment;
- Perform light maintenance and construction duties;
- Communicate effectively with supervisors, co-workers and others (internally and externally) in order to provide, exchange, or verify information, answer inquiries, address issues, or resolve and/or report problems or complaints;
- Use good judgment and make good decisions in matters related to the job;
- Report, in a timely manner, all issues, concerns and questions to the supervisor or others as appropriate in the chain of command;
- Cleans, maintains, and properly stores tools and equipment; performs minor repairs and adjustments to equipment, including changing oil and other routine maintenance of appropriate equipment;
- Work safely, follow safety rules and training, wear personal protective devices when required and maintain a clean, safe work environment;
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of facility, equipment, and ground maintenance repair programs and repair techniques;
- Skill in providing quality customer service in a courteous and professional manner;
- Skill in establishing and maintaining effective work relationships with co-workers and work-related contacts;
- Skill in making independent, timely, and sound decisions;
- Ability to work as a member of a team and work in stressful conditions;
- Ability to perform manual labor including lifting supplies and materials.

Education and Requirements

High school education and minimal experience in general construction, maintenance, custodial and/or grounds-keeping work, or equivalent combination of education and experience. May require possession of or ability to obtain a Class A commercial driver's license valid in the State of North Carolina.
