

SENIOR PUBLIC WORKS TECHNICIAN

General Statement of Duties

Performs semi-skilled and unskilled tasks in the Town's Public Works Department.

Distinguishing Features of the Class

An employee in this class drives a dump truck and performs manual work in the collection of yard waste, operates a riding mower, performs routine landscape maintenance, cleans storm water catch basins, participates in maintenance and repair of asphalt streets and concrete sidewalks, and operates equipment and tools as needed. Employee operates a zero turn riding and/or a push mower to mow Town rights of way and other property. Additionally employee both drives truck and trailer loading limbs, and debris along Town rights of way and residential areas. Employee must be able to perform manual labor and abide by safety rules and regulations. Employee has some contact with the public explaining and enforcing Town debris collection policies. Work subjects the employee to inside and outside environmental conditions, noise, vibration, and hazards associated with maintenance work, fumes, odors, dusts, mists, gases, and oils. Work is also subject to the final standards of OSHA on blood borne pathogens. Assignments are made daily and performed under regular supervision and is evaluated through periodic conferences, observation of results achieved and review of records, reports and files.

Duties and Responsibilities

Essential Duties and Tasks

Performs a variety of grounds maintenance and landscape tasks such as cutting grass, mulching, watering, pruning, seeding, aerating, fertilizing and trimming and maintaining park areas.

Operates a variety of equipment to mow grass and maintain fields; uses chain saws, weed eaters and other light equipment to cut, prune and trim shrubbery and trees; rakes leaves, and removes fallen limbs and trash; operates backhoe to remove shrubbery, concrete, snow, or for other purposes; operates tractors to landscape, rake and mow; may operate flail mower.

Operates Street Sweeper throughout the Town.

May operate vacuum truck and uses rake to collect leaves.

May participate in asphalt patching and concrete repairs to sidewalks and curb and gutters.

Cleans and repairs storm drains and ditches.

During snow and storm events helps clear Town rights of way, parking areas and boardwalk of snow and storm debris using a dump truck.

Drives truck and trailer on routes throughout the Town to pick up yard and construction debris; transports to private C&D site.

Paints parking lot lines using stencils and rollers.

Cleans Town splash pad area including testing chemicals in water tank.

Maintains, repairs and replaces street signs; replacing post; attaching blades to post; and painting signs as needed.

Assists with special events and festivals, helps install holiday decorations.

Follows relevant safety practices and procedures in equipment operation.

Position is required to be on-call as scheduled by the Town.

Additional Job Duties

Performs related duties as required.

Assists in other departmental functions as needed.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Working knowledge of the methods, tools, and equipment utilized in parks, grounds and landscape maintenance methods.

Considerable knowledge of the work hazards and applicable safety standards associated with facility and parks maintenance and repair.

Working knowledge of grounds and landscape maintenance methods.

Working knowledge of basic maintenance and construction methods.

Skill in the use and care of assigned tools and equipment.

Ability to operate tractors, dump truck, street sweeper, riding and power mowers, weed eaters and hand and power tools to perform grounds maintenance and assist with basic maintenance or construction tasks.

Ability to perform continuous heavy manual labor at a steady pace and in varying weather conditions.

Ability to understand and follow instructions.

Ability to cooperate and work as a team member in carrying out assignments.

Ability to prepare simple records of work activities.

Ability to communicate effectively with the public to respond to inquiries about Town services.

Ability to establish and maintain effective working relationships with coworkers, supervisors, and the general public.

Physical Requirements

Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to make visual inspections of work assigned and completed.

Desirable Education and Experience

Graduation from high school and experience in building and/or landscape maintenance and/or construction work; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina Driver's License.

May be required to have Certified Pool Operator Certification for splash pad.

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 positions 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.