

PUBLIC SERVICES TECHNICIAN

General Statement of Duties

Performs responsible unskilled and semi-skilled work in the installation, replacement, repair and preventive maintenance of water and sewer lines and appurtenances and general public works.

Distinguishing Features of the Class

An employee in this class performs a variety of unskilled and semi-skilled work as a member of a crew engaged in the construction, installation and repair of water and sewer lines and appurtenances. Work involves setting sewer pits, reading and monitoring lift stations, repairing sewer valves and vacuum pumps, making taps to water and sewer mains, installing hydrants, meters, and valves, making repairs to the water and sewer system, custodial cleaning of public restrooms, street and grounds maintenance, and street sign fabrication and installation. 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 is also subject to the final standards of OSHA on blood borne pathogens. Employees are also 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

Performs maintenance repair and replacement to residential sewer pumping stations and sewer lift stations; cleans and repairs pumps and motors; repairs sewer valves, vacuum pumps, replaces gaskets and hose, changes and cleans filters, changes oil, re-packs pumps; replaces floats; diagnoses and makes minor repairs.

Participates with the crew in the reading, installation and repair of water meters, repair of water and sewer lines and installation of water and sewer taps; flushes fire hydrants.

Participates in the maintenance and repair of streets and sidewalks; patches asphalt; performs construction and maintenance of storm water collection systems.

Mows and trims street right of way, parks, public grounds and beach accesses; fabricates, installs and repairs street signs; removes storm debris.

Cleans public restrooms; cleans EOC building; empties beach and park trash cans.

Participates in various even preparations and clean up, decorating, equipment servicing and related tasks.

Participates in hydrant and valve exercising and maintenance programs.

Completes work order forms.

Additional Job Duties

Performs other related tasks as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Some knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines.

Some knowledge of a variety of maintenance and manual methods and tasks involved in the installation, maintenance, repair and replacement of utility lines and appurtenances.

Working knowledge of the use of common hand and power tools.

Working knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.

Some knowledge of the municipal water and sewer service policies and procedures.

Skill in customer service excellence and team work.

Ability to perform unskilled tasks independently without close supervision.

Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.

Ability to read utility line maps and operation and service manuals and to understand and follow oral and written instructions.

Ability to operate medium sized construction equipment.

Ability to complete simple reports.

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 very 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 loaders and dump trucks in a safe manner to fit pipes and other parts, read gauges, and make written records.

Desirable Education and Experience

Graduation from high school and experience in construction-related utility work; or an equivalent combination of education and experience.

Special Requirements

Possession of valid driver's license.

May require ability to obtain grade C water distribution and/or grade I wastewater collection certification within 12 months of hiring.

May require ability to obtain commercial driver's license.