

Job Title Public Works Technician
Salary \$15.00 - \$17.00 per Hourly
Description Job Summary: This is a full-time, benefited, position with the Public Works department of the City of Elk Ridge.

The scope of this position is broad, ranging from duties which are somewhat technical to those which are primarily labor-related. Incumbent performs maintenance duties including the requirement to work any shift, weekends, and holidays, to work independently, exercise judgment, and operate a full range of tools and mechanical equipment related to a specific job assignment.

Duties

- Performs all duties related to municipal functions which may include technical assignments, duties, or tasks.
- Conducts routine inspections of public works projects related to general improvements to public right-of-ways, earthwork, surfacing, surface restoration, water and sewer lines, manholes, storm drains, curb, gutter, waterways sidewalks, signs, parks, etc.
- Install, maintain, and repair the same.
- Maintenance and repair of buildings, vehicles, and equipment.
- Mowing/trimming of landscaping at city parks and properties.
- Additional duties performed as necessary.

Other duties include:

- Snow plowing
- On-call
- Emergency maintenance operations in city infrastructure including water main breaks, sewer line repairs, and other tasks as directed.
- Will cross-train in other public works departments.
- Any other duties assigned.

Requirements:

- Must live within 30 minutes travel time to the public works building or must relocate within 1 year of start of employment to meet this requirement.
- When on-call must respond to callouts within 15 minutes and must be onsite within 30 minutes.

Qualifications: Required - High School degree or equivalent, one year of maintenance/repair experience related to general maintenance, carpentry, plumbing, electrical, mechanical, water systems, etc. Preferred - Previous municipal experience in a Public Works, Water, and /or Sewer Department.

Licenses/Certifications: Must possess a valid driver's license. Must possess or be able to obtain a CDL within the first 6 months of employment.

Knowledge of: Safe work procedures in the operation of various tools and equipment. Ability to perform strenuous manual labor.

Ability to: Operate hand and power tools; operate mowers; and perform manual labor in all weather conditions; work harmoniously and cooperatively with other employees and the public; perform manual labor for extended periods of time; and follow prescribed safety precautions.

Working Conditions Physical Demands: While performing this job, the employee is frequently required to walk, stand, sit, lift, bend, walk and stand for extended periods of time. Required to push, pull, or lift medium to heavy objects. Good communication skills, both orally and written, is essential; ability to deal effectively with staff and public. Must be able to lift 50 pounds.

Working Conditions: Regular exposure to heat, humidity, cold, wind and/or rain is expected. Employee is exposed to dampness, fumes, odors, dust, dirt, chemicals, machinery with moving parts and loud noises.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel. These specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add or change duties at any time.

Employer Benefits

Benefits:

- 4 days a week at 10 hours a day Monday through Thursday.
- 11 paid holidays.
- Paid training.
- Vacation and Retirement
- Medical/ Dental