



JOB DESCRIPTION

JOB TITLE:	Public Works Field Technician
DEPARTMENT:	Public Works
CLASS TYPE:	Administrator
REPORTS TO:	Superintendent
FLSA/STATUS:	Regular/Part-time, Non-Exempt

Reporting to the Public Works Superintendent, the Field Technician provides day-to-day coordination of streets, drainage, grounds. The ideal candidate will be expected to enter office with a sense of urgency and focus on meeting the high expectations of the City. It will be important for the person selected to quickly establish positive, trusting, and productive relationships with departmental personnel. ****This is a part-time position that consists of approximately 28 hours a week. Hours 7:00am to 4pm Mon-Thurs or Tues-Fri****

ESSENTIAL JOB FUNCTIONS:

Duties include but are not limited to the following:

- Participates in the maintenance and repair of water mains and lines.
- Install, maintain, excavate, repair, replace, backfill and locate water and wastewater infrastructure. Backfills all excavated areas.
- Repairs or replaces leaking water valves and couplings. Provides traffic control at work sites to ensure a safe working environment. Places and gathers cones, flags, set out traffic signs, etc.
- Responds to complaints regarding low water pressure.
- Locates leaks in water and wastewater lines.
- Responds to emergency service calls as required; remains on call after hours a minimum one week per month. The employee may be required to work overtime or comp time with little, or no notice at any hour or day of the year, as needed.
- Communicates with supervisor as needed to coordinate work activities, review work status, exchange information, or resolve issues; recommends solutions and responds to questions, concerns, and/or complaints.
- Operates a motor vehicle, personal computer, camera, measuring and surveying instruments, or other equipment as necessary to complete essential functions.
- Follows safety procedures, utilizes safety equipment, and assists in monitoring work environments for safety of employees and other individuals.
- Maintains a comprehensive, current knowledge of applicable laws, regulations, and standards; maintains an awareness of new construction methods, materials, inspection practices, trends and advances in the profession; attends workshops and training sessions as appropriate.

- Assists with the set-up, and maintenance of city related assigned jobs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of the safety policies and procedures pertaining to the repair and maintenance of water and sewer mains and lines.
- Knowledge of the methods and practices of maintaining and repairing water and sewer mains and lines.
- Skill in the use of such tools as a backhoe, sewer jet and vac-con truck, tamper, jackhammer, chop saw, and various hand tools.
- Skill in the construction, maintenance, and repair of water and sewer lines and mains.
- Skill in reading and interpreting maps, plans and drawings.
- Skill in oral and written communication.

EQUIPMENT, MACHINERY, TOOLS, and MATERIALS UTILIZATION:

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

ENVIRONMENTAL FACTORS:

Performance of essential functions may require exposure to adverse environmental conditions, such as water, sewer, dirt, dust, pollen, wetness, humidity, rain, temperature extremes, traffic hazards, loud noises and/or bright/dim light. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

PHYSICAL CAPABILITIES

Work is performed predominantly outdoors. Work is required at various sites, or public works facilities. While performing the duties of this job, the employee is continually required to stand and walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, crawl, talk, hear and smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REQUIRED TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by at least two (2) years progressively responsible experience and/or on-the-job, vocational, technical training in engineering plan review, construction site work observation including pavements and utilities ; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess and maintain a valid Texas Driver's License with any applicable endorsements.