

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Public Works Technician

Department: Public Works

Date: 02/01/2023

GENERAL PURPOSE

Position is responsible for all aspects of the operation of water and waste water plants and all of the associated infrastructures, and assists in all other tasks of Public Works, roads, parks, sidewalks, trees, cemeteries, repairs, heavy equipment etc. Position performs a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED

Works under the supervision of the Public Works Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs skilled maintenance and operation work, and operates specialized automotive and/or maintenance equipment, in addition to a wide variety of other equipment. Performs a variety of departmental maintenance duties and performs skilled work in the operation of specialized equipment and vehicles in the operations and maintenance of the Town's cemeteries, parks, streets, water and wastewater systems.

Assist in the implementation of goals and objectives; identify maintenance problems and areas; provide park, tree, weed, cemetery, road maintenance, water and wastewater services; implement policies and procedures.

Perform park, cemetery, road repair and maintenance, water and wastewater repair and maintenance projects; select appropriate equipment and materials to complete the work according to specifications, written and/or verbal instructions, and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished; use hand and power tools; communicate; operate heavy equipment; drive trucks; have good depth

Adopted by Council 8/27/2018

Revised:

PW Assistant Job Description 1

perception; walk distances on uneven ground; visually inspect areas for safety; lift 50 pounds or more and climb ladders.

Conduct appropriate wastewater tests, take wastewater and water samples, and file reports as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

This position requires wastewater treatment Class 1 and water treatment and distribution certifications. Within 18 months of employment, this position is required to take and pass the Montana State Certification Exam for wastewater treatment Class 1 and begin studying for the Montana State Certification Exam for water treatment and distribution (III-A and III-B. Water treatment and distribution certification must be attained within 12 months of completing the wastewater treatment certification.

Necessary Knowledge, Skills and Abilities:

Knowledge:

This position is required to possess knowledge of wastewater/water treatment, operation of heavy equipment and maintenance, materials, methods and the tools involved in the maintenance and/or repairs of structures such as street and alleys and water and sewer mains.

Skill to:

Operate pertinent equipment, and perform routine maintenance tasks, using a variety of hand and power tools;

Watch gauges, dials or other indicators to make sure machines are working properly.

Ability to:

Use a variety of hand and power tools.

Perform the variety of skills needed to perform major duties.

Establish and maintain positive working relationships with Town employees, supervisors, and the general public.

Operate a computer.

Perform strenuous manual labor under adverse conditions when necessary.

Quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

Communicate effectively both verbally and in writing.

Maintain certifications and ongoing education

PHYSICAL DEMANDS

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50 – 75 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards, and traffic hazards.

Employee: _____

Date: _____

Supervisor: _____

Date: _____