JOB DESCRIPTION

March 17, 2022

Job Title: Public Services Technician

Supervisor: Public Services Supervisor

Supervises: None.

Summary Job duty: Under the supervision of the Public Services Supervisor or higher classified employee. Participates in a full range of construction, maintenance and repair activities associated with municipal infrastructure. Performs a variety of manual and semi-skilled tasks related to the operation, maintenance and construction tasks as part of a crew or independently. Work requires physical strength and effort in the relatively routine and more complex maintenance and construction activities. In addition, operates a variety of hand and power tools, vehicles and equipment to perform duties.

Essential Job Duties:
An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Mechanical ability is required to repair and operate equipment in the water, sanitary sewer, streets, and parks departments.

2. Responsible for maintaining streets and drainage systems.

3. Capable of operating or learning to operate a loader/backhoe.

4. Required to plow City streets with underbody plows, one way front plows & Laser Guided Jr Wing Plows.

5. Required to operate a tractor with front mounted sweeper for streets, parking lots, and bike paths.

6. Required to operate a tractor with side mounted rotary mower and roadside mowing.

7. Capable of installing water services – excavation and restoration.

8. Capable of installing water meters, remotes and be able to read meters quarterly.
9. Responsible for maintaining and repairs of all watermains, hydrants, valves, services and water department equipment.

10. Responsible for maintaining and repairs of all sewer collection lines and sewer pumping stations.

11. Responsible for maintaining of grounds and equipment at all parks and City buildings.

12. Capable of collecting brush and operating a wood chipper.

13. Capable of raking and collecting leaves.

14. Operate automotive or power driven tools and equipment for repairs and maintenance of City equipment.

15. Represents the Public Works Department by establishing and maintaining effective relationships with the public and other employees. Responds to public inquiries and refers complaints to the Supervisor.

16. Assists with special events and seasonal projects. Puts up holiday decorations, places barricades for parade routes, traffic control, signage, and related items.

17. May be assigned to respond to emergency calls on a 24 hour basis, seven days a week.

18. Performs miscellaneous other related duties as assigned by the supervisor.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this classification. The duties listed above are not to be construed as an exhaustive list of all the duties that will be performed. Duties are not limited to the above listing and the supervisor may assign other duties to this classification.

**Minimum Qualifications and Required Knowledge, Skills, Abilities:**
The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

Requirements include the following:

- High school diploma or equivalent.

- A valid Michigan driver’s license is required.
Public Services Technician
Job Description
Page Three

- A valid State of Michigan Commercial Driver’s License (CDL) with the designations appropriate for the City’s fleet, a satisfactory driving record, and the ability to maintain one throughout employment.

- Able to obtain a State of Michigan Class S-4 Operator Certification.

- Basic knowledge of hand tools, power tools, and maintenance equipment.

- Ability to read, interpret and apply data, drawings and instructions for assigned work.

- Ability to effectively communicate, understand instructions, and follow directions.

- Ability to establish effective working relationships, use good judgment, initiative and resourcefulness when dealing with other employees and the public.

- Ability to work effectively under stress, with changes in work priorities, and in emergency situations and adverse weather conditions.

**Physical Requirements and Work Environment:**
The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends the majority of their time in the field at various public works project sites. This may include sites with treacherous terrain, requiring the employee to traverse uneven ground, access confined spaces, climb up or crawl down, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with construction sites and public works maintenance activities.

An employee in this position must have the strength, stamina and physical coordination needed to gain access to these sites and to participate in heavy physical labor, including heavy lifting and extreme physical exertion, and must have the vision capabilities and manual dexterity needed to operate heavy equipment. The employee is required to do all of this in every type of weather condition, including extremely adverse weather conditions, extreme heat and severe cold weather.