

Job Description:	PUBLIC WORKS TECHNICIAN	Job Number 101(N)
FLSA Status:	Non-Exempt / Classified	Revised/Approved 9/8/2022
Reports to:	Assistant Director of Public Works	Revised—1/11/2023

The purpose of this position is to maintain the City’s grounds, streets, buildings, mechanical equipment by providing manual/physical labor and operation of engine-driven equipment in the assigned division.

Essential Functions:

1. Maintains turf and landscaping areas on city property by operating turf maintenance equipment such as lawn mowers, handsaws, clippers, shovels, chain saws, tree trimmers, and hoes.
2. Maintains city-owned facilities by changing lighting fixtures or bulbs; assisting in the repair of plumbing, heating, ventilation, and air-conditioning equipment; performing general carpentry; painting; cleaning interior and exterior of facilities; general janitorial; etc.
3. Keeps roadways in safe condition for motorists by operating power-driven machinery jack hammers, tampers and other similar equipment; patching holes and overlaying new asphalt; removing and laying brick; maintaining curbs, berms, and easements; and providing traffic control during maintenance.
4. Provides preventive maintenance on department vehicles and equipment by changing oil, filters, light bulbs, belts, etc.
5. Maintains and repairs storm drains and drainage tiles by using shovels or operating power-driven machinery such as jack hammers, tampers or other similarly sized equipment.
6. Completes the necessary job reports and maintenance logs.
7. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
8. Keeps roadways in safe condition for motorists by operating engine-driven machinery such as street cleaning and snow removal equipment, road grader, back hoe, tractor with arm mower, or similar equipment.
9. Inspects vehicle before use in order to ensure safe operating conditions.
10. Cleans and maintains department vehicles and equipment by changing oil, filters, light bulbs, belts, etc.
11. May require the performance of other essential functions depending upon work location or assignment.

Required Knowledge, Skills and Abilities:

- a. Knowledge of:
 1. Basic literacy
 2. General use and upkeep of hand/power tools and engine-driven equipment
 3. General methods, practices, tools and materials used in building maintenance and repair work and plumbing
 4. Safety practices in the operation of electrical and mechanical equipment
- b. Skilled in:
 1. Safely operating various hand and power tools and motorized vehicles
 2. Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

- c. Ability to:
1. Use mirrors to back equipment.
 2. Perceive auditory signals such as various tones, beeps, etc.
 3. Recognize when something is wrong or is likely to go wrong.
 4. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
 5. Imagine how something will look after it is moved around or when its parts are moved or rearranged.
 6. Quickly and repeatedly adjust the controls of a machine or vehicle to exact positions.
 7. Listen to and understand information and ideas presented through spoken words and sentences.
 8. Drive a motor vehicle.
 9. Remember information such as words, numbers, pictures, and procedures
 10. Communicate effectively in writing as appropriate for the needs of the audience
 11. Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down.
 12. Quickly move hand, hand together with arm, or two hands to grasp, manipulate, or assemble objects.
 13. Bend, stretch, twist, or reach with body, arms, and/or legs.
 14. See details at a distance as well as at close range. Judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
 15. Use abdominal and lower back muscles to support part of the body repeatedly or continuously over time without “giving out” or fatiguing.
 16. Exert maximum muscle force to lift, push, pull, or carry objects.
 17. Work cooperatively with other City employees.
 18. Work safely without presenting a direct threat to self or others and comply with OSHA regulations.
 19. Satisfactorily pass a pre-employment and random drug screen.
 20. Ability to lift 50 lbs.

Acceptable Education, Training and Experience: This is an entry-level position requiring basic literacy and math as obtained through a high school education. A minimum of one year’s experience operating engine-driven equipment. Other combinations of experience and education which meet the minimum requirements may be substituted. The incumbent must possess a valid Ohio driver’s license. A commercial driver’s license (CDL) must be obtained within 12 months of hiring date.

Job Setting: The duties of this position will be performed throughout the City of Mount Vernon. The incumbent may encounter any type of environmental conditions: hot, cold, damp, inside, outside, underground, wet, humid, dry, noisy, dirty, greasy, air-conditioned, sudden temperature changes, etc. The incumbent will be expected to work alone, around others, under stress, under minimal supervision, and under deadlines. May oversee the work assignments of approximately 5 seasonal maintenance workers.

Career Progression	
From: New Hire	To: Crew Leader

It is the intent of the City of Mount Vernon to be as consistent as is possible on all job descriptions on all comparable jobs, while recognizing that each position has duties and responsibilities specific to each department.