

TOWN OF PLEASANT SPRINGS

POSITION DESCRIPTION

PUBLIC WORKS TECHNICIAN

REPORTS TO:

A Public Works Technician reports to the Town Superintendent of Public Works and shall carry out the directives and job tasks and duties as assigned.

CLASSIFICATION:

Full time, hourly, benefits.

JOB SUMMARY:

A Public Works Technician is under the direct supervision and direction of the Town Superintendent of Public Works on behalf of the Town Board. Public Works Technicians are responsible for performing physical labor in the maintenance of Town facilities, roadways and park areas: including but not limited to: mowing; removing and replacing signs; collecting refuse; plowing snow; tree and brush trimming and repairing damaged roadways and right-of-ways. The following requirements, tasks and duties are normal minimums for this position. These are not to be construed as exclusive or all-inclusive. Other duties and tasks may be required and will be assigned accordingly.

REQUIREMENTS:

1. Minimum of 18 years of age; must have a high school diploma or equivalent.
2. Must have a minimum of two years of relevant work experience.
3. Ability to lift a minimum of 50 pounds (22.68 kg) unassisted and all heavier loads with assistance.
4. Shall reside within 30 minutes of the Pleasant Springs Town Hall.
5. *PUBLIC WORKS EQUIPMENT OPERATION*
 - a. Shall have and maintain a minimum of a valid Wisconsin Class B Commercial Driver's License (CDL) with air-brake endorsement or be able to acquire a CDL within 30 days of hire.
 - i. Driving record history: shall have an maintain a good driving history for employment in this position.
 - b. Must have experience in the operation; routine maintenance and limited repair of Public Works Fleet Equipment (e.g., front end loader; road grader; skid steer loader; tractor; dump truck and other related construction equipment.)
6. *ENVIRONMENTAL*
 - a. Must be able to work in all types of weather conditions.
 - b. Must have the ability to respond at anytime to any situation in an appropriate manner to minimize and remediate damage to public safety & health and Town infrastructure. Response may include travel to and from the incident site or the Town Hall in a personal vehicle.
 - c. Must be available for on-call/ call-out duty for a period not to exceed a six-months of a year and immediately respond to the Dane County 911 dispatch center in response to public emergencies within the township or neighboring towns when requested.
7. *WORK ETHICS; KNOWLEDGE AND COMMUNICATIONS*
 - a. Shall be able to take direction and work independently with minimum supervision.
 - b. Work and interact effectively with supervisors; co-workers; vendors and the general public.
 - c. Must be able to work in a variety of situations where it may be necessary to make immediate

- and logically effective decisions and take appropriate action to mitigate hazardous conditions.
- d. Must have the ability to comprehend available map data for use on the job and the ability to communicate this information to others.
 - e. Must have the ability to perform basic mathematics functions e.g. add, subtract multiply and divide numbers and fractional numbers.
 - f. Must have a basic knowledge with personal computer equipment to:
 - i. Utilize/ create and send email.
 - ii. Create/ modify/ edit documents; spreadsheets and reports.
 - g. Must have a basic knowledge of hardcopy records, provide edits in a timely manner for documentation and reporting purposes.
 - h. Assist the Superintendent of Public Works with enforcement of town ordinances.
 - i. Become familiar with the development of the development; operation and oversight of the Public Works Department budget.
 - j. Maintain Public Works Office as directed.
 - k. Conduct miscellaneous duties and tasks assigned by the Superintendent of Public Works on behalf of the Town Board.
8. **SAFETY**
- a. Shall perform all work safely and in accordance with applicable Wisconsin Department of Safety and Professional Services (DSPS) rules and Occupational Safety and Health Act (OSHA) Work Zone requirements.
 - b. Shall become knowledgeable in the proper use and care of provided personal protective equipment (PPE) as mandated by DSPS/ OSHA rules and regulations.
 - c. Must have basic first aid (buddy care) training; knowledge of CPR techniques is desirable.
 - d. Shall be familiar with the safe and proper use of hand and power tools used in the performance of job tasks.
 - e. Must have knowledge of safe and proper operation of Public Works fleet equipment used in performance of job tasks.
9. **TRAINING**
- a. Attend roadway work zone flagging and traffic control training courses as approved and/or as directed by the Superintendent of Public Works.
 - b. When directed and/or with the approval of the Superintendent of Public Works attend continuing education workshops, on-line sessions and any other available opportunities to keep abreast of modern methods and practices, along with mandate legislative changes related to the performance of your duties.
 - c. Become familiar with the process of evaluating town roadways and culvert conditions and the process to document these conditions.
10. **RECORD KEEPING & TRACKING**
- a. Become familiar and assist in the processes to create; edit and maintain electronic and hard copy Public Works records in a timely matter to include but not limited to:
 - Time-card records: regular; overtime; emergency response and comp-time.
 - Road maintenance and associated road equipment reports.
 - Public Works equipment and associated maintenance reports.
 - Contracted project reports; documentation and associated guarantees.
 - b. Assist with creation of a Public Works Project; Weekly/ Monthly Status Report for all Public Works Activities.

TASKS and DUTIES:

1. Perform roadway maintenance by means of patching, crack filling; shouldering; grading; installing and/or replacing road signage and markers; road inspections; bridge repairs; right-of-way mowing; brush removal, for roadway visibility control and maintaining culverts and ditches for proper drainage.
2. Perform snow removal and ice control. This duty also includes the installation, removal and maintenance of snow and ice equipment and the installation, removal and general maintenance of tire chains used on this equipment.
3. Issue driveway / culvert placement permits and enforce related town ordinances.
4. Assist the Superintendent of Public Works with the development, operation and oversight of the Public Works annual budget.
5. When directed and/or with the approval of the Superintendent of Public Works attend continuing education workshops, on-line sessions and any other available opportunities to keep abreast of modern methods and practices, along with any mandated legislative changes related to the performance of your duties. Assist the Superintendent of Public Works to inform the appropriate Town officials of necessary changes needed for compliance and improvements from the knowledge gained through this training.
6. Assist the Superintendent of Public Works evaluating town roadways and culvert conditions and document these conditions for submittal for roadway improvement projects.
7. When requested attend scheduled Town Board meetings to report on Public Works projects.
8. Complete "Complaint or Request for Service" forms and forward these to the Superintendent of Public Works for review prior to submission to the Town Board by the Town Clerk/Treasurer.
9. Review any requests for special overweight permits during the time of weight limit posting.
10. Assist the Superintendent of Public Works with the drafting and submittal of specifications for any new public works equipment to the Town Board for their approval before the Town advertises for bids on such equipment.
11. Monitor weather conditions in the winter and in the absence of the Superintendent, call in part-time personnel as necessary to clear roads of snow and ice.
12. Assist with the maintenance of public works records, as directed.
13. Create; update and maintain electronic and manual public works records including but not limited to time card records; road maintenance reports; contractor project and contractor used.
14. Assist the Superintendent of Public Works and the Town Board with applications for any appropriate grants or requests for reimbursement from governmental agencies.
15. Perform landscape repair and clean up, which includes weed spraying; mowing of roadsides, cemeteries, parks and park ball diamonds.
1. Maintain all tools; machinery and equipment in good serviceable condition; immediately report any discrepancies to the Superintendent of Public Works.
16. Setup and rearrange the town hall meeting room to facilitate meetings; elections and special events, as directed.
17. Respond to any storm damage call-out with proper equipment and where necessary additional assistance.
18. Maintain Town facilities, which include but are not limited to the grounds, interior and exterior in a clean, neat and well-kept manner.
19. Conduct routine preventative maintenance of the Town water supply; water conditioning; heating, ventilation and air conditioning systems on a regular basis.
20. Assist with the creation of a Public Works status report on all projects and tasks completed during

- previous month and projected projects for the future month.
21. Maintain Public Works office hours, as directed.
 22. Conduct miscellaneous duties and tasks assigned by the Superintendent of Public Works on behalf of the Town Board.
 23. Assist with the indirect supervision of seasonal help and oversight of the parks system.

Physical Requirements:

1. Work tasks include light to considerable physical activity.
2. Work tasks may require the lifting objects up to 50 pounds (22.68 kg) unassisted and heavier loads with assistance.
3. Work tasks require that everyone shall always use provided PPE appropriate for the task at hand.
4. Work tasks will require considerable bending; squatting; stooping; twisting; reaching; walking; standing; sitting and working at heights and/or on irregular surfaces.
5. Work tasks with power tools; equipment and machinery may exhibit considerable vibration; bumping; jarring and noise.
6. Work tasks will require working in all types of weather conditions.

ACKNOWLEDGMENT

Employee Signature

Supervisor's Signature

DATE

DATE

The Town of Pleasant Springs is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer