

Technician

FLSA Status: *Non-Exempt*

General Definition of Work

Public Work Department relies on various Technicians to assist with specific duties as set forth by Foreman's and Superintendents.

Technician Specialties

Maintenance Horticulture Records Specialist Streets Utility

Qualification/ Experience Levels

Level 1 Level 2 Level 3

Performs intermediate skilled trades work assisting operations, construction and maintenance projects, repairing and maintaining machinery and equipment, maintaining records and files, and related work as apparent or assigned. Work is performed under the limited supervision of a Foreman.

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| Maintenance Technician | Performs intermediate skilled trades work assisting maintenance activities on Town owned buildings/structures, equipment and vehicles. Work is performed under the direct supervision of the Maintenance Foreman. |
| Horticulture Technician | Performs intermediate skilled trades work participating in horticultural activities within the town. Duties include, but are not limited to, mowing, weed eating, watering plants, weed control (spray), maintaining town parks, landscaped areas and open spaces. Work is to be done directly under the supervision of the Horticulture Foreman. |
| Records Specialist | Performs data entry and interaction with the public. Provides direct support to all of the staff with administrative duties. Work is performed under direct supervision by the Superintendent/Assistant Superintendent. |
| Streets Technician | Performs intermediate skilled trades work participating in street maintenance or repair crew, operating construction and maintenance equipment, and related work as apparent or assigned. Work is performed under the direct supervision of the Street Foreman. |
| Utility Technician | Performs intermediate skilled trades work assisting with water treatment (sanitary sewer) and water line distribution operations, construction and maintenance projects, repairing and maintaining machinery and equipment, maintaining records and files, and related work as apparent or assigned. Work is performed under the direct supervision of the Utilities Foreman. |

Technician

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Level 1 Experience: High school diploma or GED, and/or equivalent combination of education and experience (minimum of three (3) years). The employee shall learn the basics of the skill set and perform the skills assigned competently.

Level 2 Experience: Level 2 employees must obtain and master Level 1 experience and/or tenure prior to becoming Level 2. The Director of Public Works, Superintendent and/or Foreman will perform an annual performance review, which will dictate the advancement to Level 2 Technician. Additional duties shall demonstrate the mastering of knowledge and skills per their essential function, and learn additional essential functions of other technician.

Level 3 Experience: Level 3 employees must obtain and master Level 2 experience and/or tenure prior to becoming Level 3. The Director of Public Works, Superintendent and/or Foreman will perform an annual performance review, which will dictate the advancement to Level 3 Technician. Upon becoming a Level 3, the employee becomes a Crew Leader, who shall provide leadership on a daily basis, complete work orders and report to the Foreman on issues concerning daily operations. The crew leader shall be able to complete tasks with limited supervision from their Foreman.

Essential Functions

General Requirements

- Processes and completes works orders
- Participates in Town seasonal events and activities.
- Maintains grounds of Town parks and at the Town Shop.
- Maintains hand tools, equipment, trucks and trailers.
- Will be “on call” on a regular rotating basis
- Assists with other duties as necessary
- Assists with snow and ice removal as needed.
- Assists with emergencies as needed
- Must have a point of contact for after hours emergencies.

Maintenance Technician

- Complete the General Requirements
- Assists with safety inspections of buildings
- Vehicle Inspections and Repair
- Equipment (large & small) Maintenance

Horticulture Technician

- Complete the General Requirements
- Assists with landscaping projects
- Treating weeds with pesticides and/or mechanical means
- Assists in the set-up of Town seasonal events and activities
- Cuts, mows, waters, trims and removes trees from Town's Right of ways, sidewalks and roadways
- Cleaning and maintaining sidewalks and trails
- Assists with Town park maintenance

Records Specialist

- Complete the General Requirements
- Interact with the Public and take public requests for work orders
- Review and enter data for reports for regulatory agencies

Technician

- Review and enter (as needed) daily work reports by other Foremen
- Assists with the computer network and computers within Public Works

Streets Technician

- Complete the General Requirements
- Maintains Town streets by line and curb painting, filling in pot holes and wash outs, cleaning streets
- Cuts, mows, waters, trims and removes trees from Town's Right of ways, sidewalks and roadways
- Treating weeds with pesticides and/or mechanical means
- Assists with Town park maintenance
- Repairs, replaces and installs street signs
- Cleans gutters, catch basins and other drainage structures
- Remove dead animals
- Assists in the set-up of Town seasonal events and activities
- Inspects and cleans storm drains, ditches, sewers, and creeks as needed.
- Assists with landscaping projects
- Responds to sewer calls; checks manholes
- Paints parking bars and handicap spots
- Cleans water valve boxes
- Cleans sidewalks and bridges
- Assists with maintenance of Town owned buildings and other assets
- Assist other crews/departments as directed
- Assist with Miss Utility locates

Utility Technician

- Complete the General Requirements
- Maintains, repairs and installs water and sewer mains; services valves, manholes, storm drains, fire hydrants and meters.
- Responds to water/sewer calls; checks manholes
- Assists in repairing and installs water and sewer services.
- Assist other crews/departments as directed
- Assist with Miss Utility locates

Knowledge, Skills and Abilities

General knowledge of the installation, repair and maintenance of the mechanical, hydraulic and electrical components of water treatment and pump station equipment; thorough knowledge of the occupational hazards and necessary safety precautions of the work; skill in the use and care of tools of the trade; ability to follow oral and written directions; ability to work under adverse conditions; ability to perform heavy manual work.

Technician

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to wet humid conditions (non-weather), working near moving mechanical parts and exposure to outdoor weather conditions, frequently exposure to fumes or airborne particles and exposure to toxic or caustic chemicals and occasionally requires working in high, precarious places, exposure to the risk of electrical shock, exposure to vibration, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Obtain Commercial driver's license valid the Commonwealth of Virginia within one year of hire.

Commonwealth of Virginia Flagging and Work Zone Certificate, shall be obtained within six months of hire.

A Department of Agriculture Pesticides Certified Technician shall be obtained within one year of hire/promotion for Streets Technician Level Two.

A Department of Agriculture Pesticides Certified Applicator shall be obtained within one year of hire/promotion for Streets Technician Level Three.

Maintenance Technician (Additional Requirements):

Exempt from Intermediate Work Zone Certification
Will provide their own tools for working on town equipment. The Town will provide the tool storage/box for the foreman to store their tools.