

POSITION DESCRIPTION
PUBLIC WORKS TECHNICIAN II
March 12, 1997

GENERAL PURPOSE

Performs a variety of tasks serving the Village's needs for the operation, maintenance, repair of streets, water and sewer systems, public buildings and grounds, etc. Also performs snow removal and debris removal from public streets.

Has greater overall experience, skills, and responsibilities than a Technician I.

SUPERVISION RECEIVED

Works under the direct supervision of the Public Works Superintendent. May be given instruction by specialty certified Technician II or Technician I as directed by the Public Works Superintendent.

SUPERVISION EXERCISED

Routinely called upon by Public Works Superintendent to assist in supervision of Technician I and other Technician II employees depending on qualifications and situation. May be directed by Public Works Director to perform all or part of the Public Works Superintendent's role during Public Works Superintendent's absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Effectively and efficiently operates a variety and equipment ranging from hand tools to large motorized machinery and vehicles. Operates such devices as pickup truck, dump truck, service truck, back hoe, end loader, snow plowing equipment, brush chippers, street sweepers, etc. and is responsible for maintaining such equipment for safe operation.

The ability to detect, locate, and repair water main breaks is required as well as the ability to operate various equipment, perform inspections on the Village's water system and install water meters and related equipment. It is also required that this employee be able to understand and follow written orders.

Reports to the Public Works Superintendent any observed Village maintenance or repair needs.

Is required to be the Public Works employee "on call" as scheduled.

Read and be familiar with the Village Personnel Policy Manual.

All other duties as may be assigned.

Conducts duties in a safe manner with regard but not limited to: attitude and actions; use of drugs and alcohol, use of clothing and accessories; operation of tools, equipment, and vehicles; observance of rules and procedures; use of protective gear; maintenance of a hazard free work space; and use of proper body mechanics such as when lifting.

PERIPHERAL DUTIES

As assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent.
- (B) Vocation training in construction or related field.
- (C) Minimum of four (4) years of work experience as a Technician I or in a related field.

Necessary Knowledge, Skills, Abilities, and Attitudes:

- (A) Ability to perform heavy manual tasks for extended periods of time, Ability to work safely, Above average physical dexterity and endurance, ability to work effectively in a wide range of weather conditions in the course of normal duties.
- (B) Knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
- (C) Ability to establish and maintain courteous and effective working relationships with other employees, public officials, and general public; communicate effectively in person and over the radio; work under pressure with frequent interruptions, and handle stressful situations.
- (D) Attitude which promotes strong personal, professional, and organizational integrity -- fairness, honesty, accountability, and responsibility.

SPECIAL REQUIREMENTS

Valid State Driver's License with Class B, CDL license

The employee may secure compensable licenses, certifications, and diplomas which are judged applicable by the Public Works Director. Compensation for such skills will be provided in the form of an annual stipend at a level based on their usefulness to the department.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment including dump truck, pickup truck, utility truck, street sweeper, back hoe, end loader, snow plow equipment, brush chippers, pumps, generators, saws, compressors, and similar types of equipment. Various types of hand tools and power tools associated with normal duties. Also, telephone, mobile radio, calculator, copier, fax, computer

telemetry system for water system control, water system control panels, chemical treatment equipment.

PHYSICAL DEMANDS -- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is also required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee may also be subjected to heavy lifting; repetitive motions; bending, reaching or stretching; twisting or rotating of trunk; maintaining unnatural body positions; infrequent rest periods; insecure footing; insufficient lighting; and temperature extremes.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required on this job close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT -- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions, ranging from sub-zero temperatures to temperatures in excess of 100 degrees Fahrenheit and in rain or snow to dry conditions. The employee frequently works near moving mechanical parts, equipment and vehicles. The employee occasionally works in high precarious places as well as below the ground surface in excavations for utility repairs.

Noise level in the work environment can vary from normal to loud.

SELECTION GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Formal application, rating of education and experience, oral interview and reference check, job related tests (skills, physical, medical, psychological, etc.) may be required.

The job description does not constitute an employment agreement between the employer and the applicant and is subject to change by the employer as the needs of the employer and requirements of the job change.