

City of Potterville
Job Description
Public Works Technician
Public Works

Supervised by: Public Works Superintendent

Supervises: May oversee work of other public works employees as directed.

Position Summary:

Under general supervision of the Public Works Superintendent, performs a variety of equipment operating, maintenance, and manual labor tasks in the areas of streets; water, storm sewer and sanitary sewer operations; park, building and grounds maintenance; and equipment maintenance and repairs. Work is assigned by the Public Works Superintendent and is performed following established policies, procedures and regulations. Independent judgment must be used at time to accomplish tasks. Performs related work as required.

Essential Job Functions:

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 employees may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Performs such work necessary by operating vehicles and equipment. Operates trucks, back hoe – loader and tractors. Operates truck to haul materials, plow snow, spread salt and grade roads. Operates back hoe loader to load materials and to dig holes, primarily for water line repairs.
- Operates small equipment, such as mowers and pumps, power tools for maintenance and repair work.
- Inspects vehicles and equipment for mechanical problems and brings them to the attention of the Public Works Superintendent.
- Assists with repair of water main breaks.
- Performs street maintenance, including signage and tree trimming. Performs brush collection, including operation of chipper.
- Performs storm sewer maintenance work.
- Assists with maintenance of life stations and other water and wastewater system equipment.
- Repairs and maintains vehicles, equipment and buildings, which may include electrical, plumbing, structural and mechanical systems.
- Performs a variety of general labor duties, such as painting, mowing, weed trimming, and general grounds and streets maintenance.
- Performs other duties as required.
- Helps with Parks and Recreation department as requested.

Required Knowledge, Skills, Abilities and Minimum Qualifications.

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

1. Must be a high school graduate
2. Minimum of two years related experience
3. Ability to follow instructions

4. Knowledge of practices and methods used in street maintenance, water and sewer systems, equipment maintenance and construction
5. Basic skills in reading
6. Skill in plumbing, electrical and mechanical work, as well as general building maintenance and repairs
7. Knowledge of geographic area of the City, its utilities and infrastructure
8. Ability to operate and maintain equipment required in the performance of duties, including, but not limited to, vehicles, back hoe, mowers, generators, pumps, motors, air compressor, power tools, hand tools, and radios.
9. Knowledge of the care and maintenance of vehicles and equipment. Ability to repair vehicles and equipment.
10. Knowledge of occupational health and safety precautions
11. Ability to establish effective working relationships and use good judgment when dealing with other employees and the public
12. Valid Michigan Driver's License with CDL certification
13. Must pass physical examination, drug screening test and background check.
14. Must be able to pass water and sewer licensing along with pesticide application testing within one year in order to maintain employment