



## CITY OF TEMPLE, GEORGIA Job Description

**Job Title:** Public Works Technician  
**Department:** Public Works  
**Pay Grade:** 13-non-exempt.

---

**Major Function and Purpose:** The Public Works Technician is a full time FLSA non-exempt position. This position is responsible for performing various assigned tasks for the Temple Public Works Department

### Essential Job Functions

- Collects data from water meters; repair and replace meters as needed.
- Collects data from wastewater lift stations; perform minor preventative maintenance as instructed.
- Operates heavy equipment such as rubber tire backhoes, dump trucks, bush hogs, and any other equipment necessary.
- Assists with minor repairs to the water distribution system and the wastewater collection system.
- Repairs road and streets, repairs and/ or replaces street signs, and applies road stripping paint to streets and parking lots as needed.
- Performs other related duties as assigned by the Public Works Director and or the Public Works Lead Technician.
- Performs utility locates on water and sewer lines within the city limits.
- Carries out work orders for new water accounts, executes shut-off work orders, and performs leak checks on water services.
- Performs related work as required.

### Additional Job Functions:

- Basic knowledge of city streets and safety policies and procedures.
- Basic knowledge of various hand and power tools such as wrenches, pliers, ratcheting pipe cutters, circular saws, demolition saws and any other tools as necessary.
- Basic ability to read and understand road maps, comprehensive utility maps, and blueprints.
- Skill in oral and written communication and the ability to carry out basic written directions without supervision.

### Supervisory Controls:

The Public Works Director assigns work in terms of detailed and specific instructions. The Public Works Lead Technician Foreman assists with supervising the technician (s) as directed by the Public Works Director or in his immediate absence. Completed work is reviewed for the nature and propriety of the final results.

**GUIDELINES:** Guidelines include city policies and ordinances, all applicable safety policies and procedures, supervisory instructions, and standing or special work orders. These guidelines are clear and specific.

**COMPLEXITY:** The work consists of directly related duties in the water and wastewater distribution system as well as maintaining city roads, streets, and properties.

**SCOPE AND EFFECT:** The purpose of this position is to perform semi-skilled duties. Successful performance helps ensure safe and efficient water and wastewater systems, safe roadways, and safe environment for city employees and the general public.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other city employees, community service workers, county prison inmates (work detail), and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to exchange information and provide services.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that may 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.

Work is performed in outdoor and office settings. Job duties fluctuate based on daily needs within the department and employee absenteeism and will fill-in where necessary.

While performing the duties of this job, the employee is required to stand, walk, operate objects, tools, or controls on equipment; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally be able to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, and the ability to adjust focus and operate a motor vehicle at night.

**WORK ENVIRONMENT:** The work is typically performed outdoors on City Streets and Roads. The employee is exposed to dust, dirt, grease, contagious or infectious diseases, and irritating chemicals. The employee will be exposed to oncoming traffic when performing certain tasks. The work may require the use of protective devices such as masks, goggles, gloves, safety vest and any other Personal Protective Equipment as needed.

**HOURS AND WORK SCHEDULE:** The Employee will be required to work 40+ hours a week, 8 hours a day and the normal work week will be Monday through Friday. Any work to exceed 8 hours a day will be considered overtime, and the Employee will be compensated accordingly. The Employee is required to be available for 24 hours on call emergency requirements. The Employee must notify his direct supervisor when the occasion arises that he/she will not be available for after hour's emergency call in. The Employee must be available to work weekends and holidays as City needs require and must be available for duty during natural disasters and in crisis situations as needed and directed.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** The employee will supervise one or several community service workers during certain tasks and must be able to execute sound judgment when relating to the workers. The employee will, at the direction of the Public Works Director, assist with overseeing the Prison Work Detail during specific tasks.

**Desirable Education and Responsibilities:**

- Ability to read, write and perform basic mathematical calculations.
- Must possess a valid Georgia Driver's License
- Must be able to maintain, as needed, after hours on call status. This is due to the sensitive nature of the water and wastewater systems and the requirement for immediate response. This is to include nights, weekends, and early mornings. The employee will be compensated for any call time that is worked.
- Possession of a Valid Georgia Commercial Driver's License
- First Aid and CPR Training and Certification
- 1-year Heavy Equipment Operation Experience
- Trench Safety Training and Certification (Competent Person)
- 1 year of water or wastewater maintenance experience
- A combination of training or experience in any related field

(ADA) minimum qualifications or standards required to perform essential job functions.

***This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and the requirements of the job change.***