

TOWN OF HEMINGWAY

Job Title: Public Works Technician	Department: Public Works
Reports To: Director of Public Works	Summary: Maintains the day-to-day operations with water, sewer and street services.

DUTIES:

- Assists with the installation, maintenance, and service of water and sewer taps.
- Assists with construction, maintenance, and repair of water and sewer lines and appurtenances.
- Assists with the installation, maintenance, repair, and flushing of fire hydrants.
- Removes or replenishes worksite materials; restocks trucks.
- Checks fluid levels, lights, tire pressure, etc.; performs other required preventative maintenance on water/sewer vehicles and equipment as required.
- Mow, spray, and perform general maintenance along curbs, lawns, sidewalks, canals and ditches.
- Pick up residential recyclable materials weekly.
- Perform routine municipal clean up as needed.
- Performs construction and maintenance work in public works areas including streets, sidewalks, storm water and drainage systems, street sweeping, graffiti abatement, and traffic signage and striping.
- Remains subject to stand-by duty and twenty-four hour call-out.
- Receives and/or reviews various records and reports such as Utility work orders, Finance work orders, and verbal information.
- Prepares and/or processes various records and reports such as utility work orders and Finance work orders.
- Refers to safety manual, MSDS, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.
- Operates a variety of equipment and machinery such as backhoe, commercial dump truck, noncommercial dump truck, sewer cleaner, hydraulic pumps, saws, jackhammer, etc.
- Uses a variety of tools such as cut of saw, plumbing tools, pipe wrenches, water tapping tool, mechanic tools, ratchets, wrenches, hand tools, etc.; and a variety of supplies and materials such as pipe, couplers, repair bands, tapping saddles, fittings, general office supplies, etc.
- Interacts and communicates with various groups and individuals such as the Crew Leader, customers, and the general public.
- Cleans shop and shop yard.
- Assists water/sewer plant repairs.
- Assists other City organizations in emergencies.
- Performs related duties as required.
- All other duties as assigned.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED equivalent supplemented by six to nine months of related experience in building maintenance or construction; or an equivalent combination of education,

training, and experience which provides the required knowledge, skills, and abilities. Water certification level I. Must possess a valid South Carolina driver's license.

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of maintenance tools and equipment. Must be physically able to exert up to fifty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves walking, reaching, bending, crouching, reclining, stooping, and balancing and is excess of sedentary work. Must be able to lift and/or carry weights of up to one hundred pounds.