



**CITY OF JASPER**

[www.jasper-ga.us](http://www.jasper-ga.us)

**JOB DESCRIPTION**

**Stacy Johnson**

**PLEASE REMIT A COMPLETED APPLICATION, RESUME, AND COVER LETTER TO HR-HUMAN RESOURCES AT [SJOHNSON@JASPER-GA.US](mailto:SJOHNSON@JASPER-GA.US)**

#### **A. IDENTIFICATION INFORMATION**

1. **Job Title: PUBLIC WORKS TECHNICIAN**
2. **Department: Street**                      **Division: N/A**
3. **FLSA Classification: Non-Exempt**              **Pay Grade:\$16.00 hr**

#### **B. INTRODUCTORY STATEMENT**

This position performs duties related to the maintenance of city streets, grounds and infrastructure.

#### **C. ESSENTIAL JOB FUNCTIONS**

1. Mows and weed-eats parks, ballfields and rights-of-way.
2. Edges sidewalks.
3. Blows leaves from sidewalks and parking lots.
4. Prunes trees and shrubs.
5. Maintains landscaping; installs mulch.
6. Collects litter from right-of-way.
7. Clears and removes litter and debris from storm drains.
8. Installs and maintains street signs and pavement markings.
9. Performs asphalt repairs; patches potholes on city streets.
10. Pours, repairs and finishes concrete.
11. Assists in preparations for special city events.
12. Maintains and repairs city facilities and properties, as assigned.
13. Assists in the maintenance of department tools and equipment.
14. Assists with storm clean-up activities.
15. Responds to after-hours emergencies.
16. Applies pesticides and herbicides.
17. Picks up trash on garbage route, as needed.
18. Performs other related duties as assigned.

#### **D. JOB FACTOR SPECIFICATIONS**

1. Job Requirements
  - a. Knowledge Skills and Abilities
    1. Knowledge of the techniques, equipment and procedures used in the maintenance of streets, parks, cemeteries, sidewalks and stormwater.
    2. Knowledge of city and department policies and procedures.
    3. Knowledge of the geography of the city, including street names and locations.
    4. Knowledge of equipment operation and maintenance principles.
    5. Skill in the operation and management of a variety of equipment and vehicles.
    6. Skill in problem solving.
    7. Skill in prioritizing and planning.
    8. Skill in interpersonal relations.
    9. Skill in oral and written communication.
2. Responsibility
  - a. This position has no supervisory responsibilities.
3. Personal Work Relationships
  - a. Contacts are typically with co-workers, other city employees, community service workers and the general public.
  - b. Contacts are typically to exchange information, resolve problems and provide services.
4. Physical Effort and Work Environment
  - a. The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools and equipment requiring a high degree of dexterity, distinguishes between shades of color and utilizes the sense of smell.
  - b. The work is typically performed outdoors, sometimes in cold and inclement weather. The employee is exposed to noise, dust, dirt, grease and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, gloves, etc.
5. Guidelines
  - a. Guidelines include city and department policies and procedures, safety regulations, operation manuals, relevant state laws and traffic laws. These guidelines are generally clear and specific, but may require some interpretation in application.
6. Complexity and Scope of Work
  - a. The work consists of related maintenance duties. Heavy traffic and inclement weather contribute to the complexity of the work.

- b. The purpose of this position is to participate in the maintenance of streets and grounds. Successful performance contributes to safe, attractive and wellmaintained city infrastructure.

7. Minimum Qualifications

- a. Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- b. Experience sufficient to understand the basic principles relevant to the major duties of the position, usually associated with the completion of one or two years in a similar position.
- c. Possession of or ability to readily obtain a valid driver’s license issued by the State of Georgia for the type of vehicle or equipment operated.

8. Supervisory Controls

- a. The Public Works Manager assigns work in terms of general instructions. The manager spot-checks completed work for compliance with instructions and established procedures, accuracy and the nature and propriety of the final results.

**E. APPROVAL SIGNATURES**

**I have read and understand the attached job description for the position of Public Works Technician with the City of Jasper.**

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Employee (print)

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Employee (signature)

Date

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Department Head (print)

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**Department Head (signature)**

**Date**

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**City Manager (print)**

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**City Manager (signature)**

**Date**