

## **TOWN OF REDINGTON SHORES**

### **POSITION DESCRIPTION**

**POSITION TITLE:** Public Works and Environmental Services Technician  
**DEPARTMENT:** Public Works and Environmental Services Department  
**REPORTS TO:** Public Works Supervisor  
Town Administrator  
**EMPLOYMENT CLASSIFICATION:** Non-Exempt – Temporary - Full-Time – 40 hours per week  
**EXPECTED HIRING PAY RANGE:** \$22.00 - \$26.00 per hour

#### **GENERAL DESCRIPTION:**

The Public Works and Environmental Services Technician participates in a variety of maintenance activities including concrete work, basic masonry, carpentry tasks, basic storm water structure maintenance, construction, beach and environmental maintenance. The Technician engages in manual labor to complete maintenance, construction, and environmental work duties. The Technician operates power equipment including, but not limited to: tractors, mowers, chainsaws, tampers, blowers, trimmers, and a variety of hand tools. The Technician is required to be competent and skilled in the general maintenance and operation of small internal combustion engines such as lawn mowers, weed trimmers, etc. The Technician is required to be competent and skilled in the maintenance and operation of the Towns' storm water system, sewer lift stations, sewer pumps, motors and control mechanisms in order to maintain continuity of operations of these systems. The Technician is required to perform and document pre-trip vehicle inspections, be competent and skilled in the operation of a variety of fleet vehicles and vehicle accessories including pick-up trucks, single-axle dump trucks, front-end loader, skid steer tractor, and beach rake tractors. Duties are performed under general supervision. The Technician must possess the ability to follow oral and written instructions and work within a team environment. The Technician shall be able to participate in community outreach efforts and activities, emergency preparedness, required training, and other special projects as assigned or deemed necessary by the Commission.

#### **ESSENTIAL FUNCTIONS (KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS):**

Essential functions, as defined under the Americans with Disability Act, may include the following tasks, knowledge, skill, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed in this position.

##### **Environmental Maintenance:**

- Responsible to mow grass, operate a weed-eater, rake, shovel, and perform other ground maintenance activities.
- Responsible to ensure that Town-owned parks, beaches and beach accesses, buildings, and other facilities are kept in a state of cleanliness, free from debris and trash, dog can stations.
- Responsible for beach sand raking and serves as a liaison and coordinates beach raking with the Marine Science Center during turtle nesting season.
- Responsible to patch roads and streets.
- Responsible to replace or repair street signs.
- Responsible to maintain, repair and operate the town's irrigation sprinkler systems.
- Responsible to pick up and dispose of garbage and debris in accordance with set policies and procedures.

### **Storm Water and Sewer Maintenance:**

- Responsible to clean storm drains.
- Responsible for the continuity of operation of the sanitary sewer system.
- Responsible for the continuity of operation of the storm water system.

### **Equipment Maintenance:**

- Responsible to maintain continual operation of public parking lots.
- Ensures that equipment and tools are cleaned, maintained, and returned to designated locations at the end of shift.
- Makes minor vehicular repairs and maintains vehicle equipment.
- Maintains Community bulletin boards, posts agendas, and various other informational bulletins while ensuring the boards are kept neat and uncluttered.

### **Other Responsibilities:**

- Responsible to assist co-workers in accomplishment of assigned tasks.
- Ability to perform basic computer skills.
- Ability to attend locally and/or travel to attend continuing educational classes and seminars.
- Must complete required courses for National Incident Management System (NIMS).
- Must be available for “on-call” duties outside regular duty hours.
- Has the knowledge and ability to follow safety data sheets and safety regulations.
- May be required to perform other duties as assigned by the Town Administrator or Public Works Supervisor.

***In addition to performing the above Essential Functions, the Town may assign a Lead Public Works and Environmental Service Technician to carry out the additional responsibilities outlined below.***

### **MANDATORY CROSS TRAINING REQUIREMENTS:**

ALL employees of the Public Works and Environmental Services Department shall be cross-trained and proficient in performing the following essential functions and duties:

- Operating beach rake, tractor, front-end loader, skid steer tractor.
- Obtaining and recording sanitary sewer system readings.
- Maintaining and emergency repair of storm drains.
- Beach maintenance, to include: trash, walk-overs, easements, and raking of the beach.
- Maintaining parking lots.

### **ESSENTIAL PHYSICAL REQUIREMENTS AND TASKS:**

- Responsible to safely utilize all tools, equipment, etc., necessary in carrying out the functions of this position.

- Required to lift or carry objects weighing 75 pounds and over.
- Required to possess 20/20 or corrected vision, good hearing, mobility, hand eye coordination, physical stamina, with the ability to distinguish odors, and be capable of walking distances.
- Required to drive vehicles and specified heavy equipment.
- Responsible to safely work in confined spaces, crawl, stoop, push, pull and work on unsteady surfaces among others.

#### **ENVIRONMENTAL CONDITIONS:**

A considerable amount of time is spent working outdoors the Technician must be able to endure the outdoor weather elements.

#### **MINIMUM QUALIFICATIONS, LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

- High School Diploma/GED.

*NOTE: Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by the Commission and/or Town Clerk.*