

**City of Garden Plain, Kansas
Job Description**

PUBLIC WORKS TECHNICIAN

Department: Public Works
Reports To: Public Works Superintendent
FLSA: Non-Exempt
Effective: 04.15.25

Position Summary:

Under the supervision of the Public Works Superintendent and/or other assigned supervisor(s), the Public Works Technician performs unskilled and semi-skilled work in the operation and maintenance of all city public works divisions including water, wastewater, stormwater, natural gas, parks, streets, etc. This may include, but is not limited to: operation of medium and light duty equipment including trucks, tractors, dump trucks, and similar equipment in the completion of work repairing equipment, facilities, infrastructure, wells, piping, fire hydrants, manholes; alleyways, sidewalks, patching pavement cuts and potholes; placing concrete and asphalt; cleanup of job sites; mowing and maintenance; vehicle maintenance and repair; replacement and maintenance of park equipment; etc. It is expected that this person will work to obtain necessary certifications within 18 months of employment. Duties follow prescribed policies and procedures. This employee is subject to an on-call rotation.

Essential Functions:

- Operates backhoe, trencher, duct rodder, small tractor(s), crane truck, winch truck, sewer combination truck, boom lift/truck, high loader, air compressor, boring equipment, and mowers as qualified;
- Repairs and maintains water, wastewater (sewer), and natural gas meters;
- Turns on, and turns off water, wastewater (sewer), natural gas customers, as qualified;
- Utilizes meter reading equipment to accurately read and report meter readings;
- Installs or assists with the installation of water, wastewater (sewer), and natural gas utilities (piping, service lines, taps, fire hydrants, manholes, etc.) as certified;
- Performs maintenance tasks on water, wastewater, stormwater, and natural gas facilities (piping, service lines, taps, fire hydrants, manholes, water towers, wells, pump station(s), etc.), as certified;
- Performs maintenance troubleshooting, such as checking fuses, hour meters, relay switches, fluid levels, exercising generators, etc.);
- Checks, cleans, and maintain water wells, chlorine building(s), booster stations, lift stations, boarder station(s), etc.;
- Performs utility locating utilizing location equipment;
- Patches pavement cuts and holes in streets; seals cracks and applies surface treatments to pavements;
- Collects, documents, and analyzes water and/or wastewater (sewer) samples;
- Documents and records information both electronically and in paper formats of work and other information related to the maintenance of water, wastewater (sewer), stormwater and natural gas systems;
- Operates, cleans, and maintains small and medium sized trucks and/or UTV's to established standards on a regular/routine basis, as established by supervisors;
- Operates small motorized equipment including ground compactor, plate compactor, concrete saw;

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- Cleans catch basins and drainage channels;
- Uses small hand and power tools such as shovel, broom, paving breaker or circular saw;
- Cleans job sites, concrete forms, tools, and equipment;
- Removes snow and ice from roadways; may treat roadways with salt/sand/chemicals;
- Sets up and removes work zone traffic control devices;
- Removes traffic hazards from roadways;
- Performs equipment, sign, and signal maintenance;
- Responds to after-hour emergencies and on call, as needed;
- Displays excellent internal and external customer service, communication, work ethics, in all tasks.

Marginal Functions:

- Trim trees as needed and within job description parameters;
- Mows lawns, parks, and general maintenance of publicly/city owned facilities and properties;
- Cleans offices, shops, and work areas;
- Operation of welder and welding;
- Other related duties as deemed necessary or required.

Position Requirements:

Experience: Three to six months of related experience and /or equivalent combination of education and experience. Possession of a class B commercial driver's license (CDL) with air brakes and tank endorsement required within 12 months.

Education: High school diploma or GED preferred. Will be required to obtain National Incident Management System (NIMS) Training, ISO 100, 200 and 700.

Skills: Knowledge of the operation, maintenance and safety guidelines of equipment used. Ability to use a variety of hand tools, power tools, and small motorized equipment. Ability to follow oral and written instructions.

Problem Solving: Limited problem solving exists in this position. Most work assignments are set by protocols and standard operating procedures.

Decision Making: Limited decision making exists in this position.

Accountability: Employee is responsible for performing assigned duties efficiently and for proper use and maintenance of tools, vehicles, and equipment. Regular attendance and punctuality are required, per the City's personnel policies. Excellent customer service is expected to both internal and external colleagues and customers, in addition to excellent communication skills.

Personal Relations: Frequent contact with other city employees and some contact with the public. Continual exposure to the public while working on public and/or private property(ies) and projects that affect the public.

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Supervisory Responsibilities: None.

Residency Requirement: Must live within 30 miles of the City of Garden Plain City limits.

Working Conditions: Vibrations encountered when operating heavy machinery or hand tools associated with the physical demands required for Public Works personnel. Vibrations could be encountered only by the upper extremities (UE) while using hand tools or by the whole body while operating heavy machinery. This position normally works 8:00 am to 4:30 pm Monday through Friday in winter; 7:00 am to 3:30 pm in summer; but may require working nights, weekends, and holidays to include 12-hour shifts. This position performs various tasks which are seasonal. The technician is exposed to outdoor elements and inclement weather. The technician walks on uneven terrain and surfaces that may be slick from rain, ice &/or oil. Works under general supervision.

Physical requirements: This position’s physical job demands include occasional lift of up to 80 lbs from floor to waist; frequent lift of up to 50 lbs floor to shoulder; occasional lift of up to 15 lbs floor to overhead; occasional carry of up to 70 lbs, for up to 25 feet; frequent carry of up to 40 lbs, up to 25 feet; occasional push/pull force of up to 60 lbs; frequent forward reach; occasional overhead reach; frequent bend; frequent bend/crouch; occasional crouch/kneel; frequent neck flexion; occasional trunk rotation; constant hand coordination; constant foot coordination; frequent balancing; frequent sitting; constant standing and constant walking. See Job Analysis for details.

PDC Level: Heavy

This description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

Employee Signature

Supervisor Signature

Print name

Print name

Date

Date