

JOB TITLE: GENERAL SERVICES TECHNICIAN – ROADS & STORMWATER

DEPARTMENT: Roads & Stormwater Departments

POSITION REPORTS TO: Roads & Stormwater Director

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Drives a pick-up truck or van in transporting equipment, tools, and materials to and from work sites.

Operates a variety of equipment, machinery and tools used in department projects and activities, which may include a tractor, street sweeper, mower, weed eater, hedge trimmer, clippers, leaf blower, chain saw, shovel, rake, and post hole digger.

Performs various tasks associated with road, roadside and stormwater maintenance projects, which may include pothole patching, mowing/edging grass, cutting tree limbs and bushes, spreading seed and straw, repairing and replacing street signs, driving sign posts, attaching signs to posts, replacing street lights, removing litter, debris and dead animals from roads, inspecting and removing debris and sediment from culverts and catch basins, loading and unloading work materials and equipment, raking ground areas, digging holes or trenches, shoveling materials, and flagging traffic.

Performs preventative maintenance work on machinery and equipment and tools including inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, washing and cleaning equipment.

Adheres to all town Safety Policies and Procedures; utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, or exchange information.

Communicates via telephone and email; provides information and assistance; takes and relays messages or directs calls to appropriate personnel.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY POSITION:

- Knowledge of proper use and operation of general construction and maintenance tools and equipment;
- Knowledge of the occupational hazards involved and the safety precautions necessary in performing maintenance, construction and repairs work;
- Knowledge of the methods, materials, tools and practice of maintenance and repair of roads and roadside structures
- Ability to perform the specialized semi-skilled maintenance and repair;

- Anticipate and respond to weather emergency events requiring road maintenance under adverse weather conditions during normal business hours and outside normal business hours;

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year previous experience and/or training involving manual labor or maintenance work in the area assigned; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license; Georgia CDL driver's license preferred.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition and subtraction. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, or traffic hazards.