



## **CITY OF STANWOOD POSITION DESCRIPTION**

**Title:** Public Works Technician I and II

**Department:** Public Works

**FLSA Status:** Non-Exempt

**Union Status:** Represented

### **GENERAL PURPOSE**

As part of a crew, performs a variety of skilled or semi-skilled maintenance/custodial work, and operates a variety of equipment in the operation, repair and maintenance of City streets, parks, storm drainage, recreation structures, and/or buildings and grounds.

### **SUPERVISION RECEIVED**

Works under the immediate supervision of the Public Works Lead. May receive assignments, training, and guidance from Public Works Director and/or designee.

### **SUPERVISION EXERCISED**

None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Maintain park and open space areas such as baseball and soccer fields; mow weed, drag ball fields and line fields for games.

Carry out aspects of janitorial and preventative maintenance schedules for City parks, streets and buildings/grounds, including cleaning sidewalks, trash pickup, lawn mowing, landscaping, painting, floor covering, plumbing, carpentry, mechanical work, and other skilled and semi-skilled work.

Inspect, wash, and perform routine maintenance of park and City buildings/grounds drinking fountains and restrooms.

Sweep, wash, paint, repair, and/or replace park tables and slabs.

Carry out the seeding, fertilizing, top dressing, soil conditioning, watering, pest and weed control of parks, open spaces and City grounds.

Perform asphalt repair and maintenance on City streets, park structures, and buildings/grounds, including pavement cutting, hauling of sand and gravel, laying and backfilling.

Perform storm drainage development and maintenance activities, including vector services, ditch digging, main and pipe repair.



## **CITY OF STANWOOD POSITION DESCRIPTION**

Maintain drainage facilities, including retention ponds.

Sweep City streets.

Transport and set up furniture and fixtures within City buildings, as needed and assigned.

Follow schedules and ensure the proper maintenance of all equipment and tools used in the maintenance, operation, and construction activities involving City streets, parks, storm drainage, recreation structures and/or buildings/grounds by cleaning and examining equipment and tools after use, and by performing routine inspection and preventive maintenance on assigned equipment. Refer noted defects and needed repairs to the Public Works Lead Worker.

Communicate purchasing recommendations on any material or equipment needed to carry out the duties of the Maintenance Division to the Public Works Lead and make purchases upon approval.

May provide guidance and instruction to part-time employees.

May train entry-level employees and part-time employees to perform the essential duties and responsibilities of the position when assigned.

Perform all duties in conformance with appropriate safety and security standards.

Perform other duties as assigned by the Maintenance Lead, Public Works Director and/or designee.

### **MINIMUM QUALIFICATIONS**

#### Education and Experience:

- Graduation from high school, GED equivalent;
- At least one (1) year of experience performing a majority of the essential duties and functions of the position, or;
- Any equivalent combination of education and experience.

#### Necessary Knowledge, Skills and Abilities:

- Working knowledge of equipment, materials, methods and procedures used in maintenance, construction and repair of streets, parks, storm drainage systems, and buildings/facilities;
- Working knowledge of hazards and safety precautions common to maintenance and repair activities;
- Working knowledge of the practices, methods, materials and tools used in



## **CITY OF STANWOOD POSITION DESCRIPTION**

- modern equipment and facilities maintenance;
- Skill in operation of listed tools and equipment.
- Ability to train and provide guidance to entry-level or part-time employees;
- Ability to perform heavy manual tasks for extended periods of time;
- Ability to establish and maintain effective working relationships with employees, other departments and the public;
- Ability to communicate effectively verbally and in writing;
- Ability to handle stressful situations, maintaining composure while under pressure;
- Ability to follow and implement City safety guidelines and procedures;
- Ability to provide quality customer service to the public, demonstrating a professional and can-do attitude while adhering to City regulations;
- Ability to perform at a level commensurate with length of service;
- Ability to produce a quality work product in a timely and efficient manner;
- Ability to manage multiple tasks at one time and follow through on commitments;
- Ability to use good judgment in making decisions;
- Ability to provide innovative solutions to difficult problems, taking initiative to take on assignments without being asked;
- Ability to work as a member of, and support a team, treating others fairly and consistently and exhibiting a positive attitude;
- Ability to follow rules provided by the City's Code of Conduct and Personnel Policy.

### **SPECIAL REQUIREMENTS/DESIRED CERTIFICATIONS**

#### **Public Works Tech I**

- Valid Washington State Driver's License and a clean driving record.
- Flagging certification, CPR/First Aid certification, confined space entry certification, playground safety certification within one (1) year of hire.
- Standby duty is optional at this level.

#### **Public Works Tech II**

- 24 months of acceptable performance with no corrective actions needed.
- Commercial Driver's License Class B.
- Pesticide certification.
- Standby duty is required at this level.
- Ability to reach Stanwood within forty (40) minutes of call-out.

### **TOOLS AND EQUIPMENT USED**

May operate motorized vehicles and equipment, including dump truck, pickup truck,



## **CITY OF STANWOOD POSITION DESCRIPTION**

utility truck, tamper, plate compactor, saws, pumps, compressors, sander, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, etc.;

May use power and hand tools/equipment for carpentry, painting, plumbing, electrical, and cement finishing work;

May operate a variety of power construction and maintenance equipment used in the maintenance and repair of City streets and storm drainage systems, including but not limited to tractors, mowers, jack hammers, welders, trucks, steam cleaners, buffers, washers, rollers, manlifts and vector truck as needed.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel and operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and /or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.



## **CITY OF STANWOOD POSITION DESCRIPTION**

### **SELECTION GUIDELINES**

Application review of education and experience; oral interview and pre-employment background check, including references; job related examination may be required.

The job description does not constitute an employment agreement between the employer and employee and subject to change by the employer as the needs of the employer and requirements of the job change.