



**POSITION PROFILES: PUBLIC WORKS TECHNICIAN**

**NON-EXEMPT HOURLY RATE:** \$18.26 - \$19.26 DOQ, plus generous benefits.  
(\$38,000 - \$40,000 per year)

**DESCRIPTION OF WORK:**

Provide customer service to citizens in the area of Public Works as directed by the Public Works Director. Performs work in construction, maintenance and repair. Patches holes in road with asphalt or rock, installs road signs, clears brush from roadside, loads and unloads heavy material from trucks, moves equipment and large bulky objects, maintains buildings and equipment. Maintains town parks, cemetery and other town areas. Installs utility lines and works in utility related meter reading and distribution as directed and as certified.

**SELECTION FACTORS:**

*Work Experience:* Minimum six months of experience in laboring work, including use of tools and equipment used in maintenance, repair or construction work or an equivalent combination of training and experience which provide the required knowledge, ability and skills.

*Education/Certifications:* High School diploma or possession of an acceptable equivalency diploma required. Possession of a CDL a plus. Any other applicable certificates a plus. **Valid Florida Driver's License required with a good driving record.**

*Nature of Work:* Under the supervision of the Public Works Director. Work is physical and takes place primarily outdoors under varying climatic conditions. Work may require exposure to hazardous conditions and noxious chemicals.

*Additional:* Pre-employment drug and background checks required. Pre-employment medical examination required. Any and all other duties that could be reasonably associated to the core purpose of the Public Works Department.

*Work Requirements:* Work involves lifting, pushing, pulling, carrying heavy objects and materials used in public Works maintenance, construction tasks such as jackhammers, and intermittent periods of sustained physical activity involving climbing, crawling, bending, stooping and crouching. Eye/hand/foot coordination, manual and finger dexterity, acceptable hearing and related cognitive abilities. Clarity of vision 20 ft. or more, good depth perception and field of vision in order to operate various kinds of public Works motorized equipment.

**EXAMPLES OF WORK:**

***Essential Job Functions:***

- Assist in electrical, carpentry, plumbing, painting and concrete work.
- Assist in demolition, forming and pouring of concrete.
- Performs basic maintenance on Town trees, shrubs, and bedding plants.
- Trims and prunes shrubbery and small trees. Prepares holes, sets trees, and prepares appropriate supporting structures and materials.
- Mows grass with power, push-type or tractor mower. Cuts and hoes weeds. Rakes leaves and edges curbs. Sprays, applies herbicidal sprays. Loads trash and trimmings on truck. Sweeps sidewalks and cleans floors. Hand pull or power cut unwanted vegetation. Digs and clears drainage ditches. Maintains trails on Town properties. Loads trash and trimmings on truck.
- Assists in repair and resurfacing of damaged asphalt paths and roadways by asphalt placement or pothole repair. Rakes hot and cold asphalt. Assist in operation of paving machine. Assists in the repair of potholes on asphalt roadways.

- Adds clay to infields, rebuilds pitchers' mounds and batters' boxes, edge fields, installs sod and assists in solving irrigation problems. Maintain ball fields as required. Cut grass on infield and outfield.
- Performs routine cleaning and maintenance of varied grounds keeping, landscaping, and maintenance equipment and facilities. Greases and makes minor repairs on equipment. Works and washes automobiles and trucks.
- Meter readings, installation and or replacement.
- Checks and maintains utilities pipes, fittings and other related equipment.
- Checks and maintains irrigation lines, fittings and other related equipment.
- Uses and maintains power hand tools, such as drills, nailing gun, circular saws.
- Sets up barricades and other temporary traffic control devices; provides flagging Works.
- Lifts and moves heavy equipment
- Uses various tools for grounds keeping, facility maintenance and construction.

**Non-Essential Job Functions:**

- May drive Town vehicles
- May perform minor maintenance and cleaning of buildings
- May support Town activities with personnel, equipment, and materials, requiring moving and lifting heavy equipment, tables and chairs for special events and programs.
- May be responsible for locking and unlocking facility and notifying appropriate individuals in the event of an emergency. May monitor special events and programs, including cleaning up at end.
- May enforce compliance with strict building rules and regulations.
- Operates heavy maintenance and construction equipment as needed.
- May be required to transport, mix, handle or use hazardous materials (other than gasoline, batteries, pumping fuel or access to normal janitorial cleaning materials. Or may be responsible for facilities or equipment carrying current, fluids or gas that could endanger the public or other employees.
- May be on call as directed.

**Note: This job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve and employee from being required to perform additional tasks incidental to or inherent in the job.**

**JOB DESCRIPTION- EMPLOYEE ACKNOWLEDGEMENT**

I have reviewed and understand the above described job duties and responsibilities for Public Works Technician. I confirm I am able to perform these duties. I also acknowledge this is a list of the primary/essential job functions and is not to be considered an all-inclusive list, as other duties may be assigned as needed. I realize I will be evaluated in accordance with these job responsibilities. In addition, I must comply with company policies and procedures, including, but not limited to, those relating to safety, quality, attendance and punctuality. Town Mayor reserves the right to change this job description as business needs arise.

Applicant Name – Print: \_\_\_\_\_  
 Applicant Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Job Application and Job Description is available on the Town's website: [www.mymontverde.com](http://www.mymontverde.com)

**Position will be posted until filled.**

**Incomplete application packets will not be considered.**

**Please submit completed application packet via email: [Townmanager@mymontverde.com](mailto:Townmanager@mymontverde.com)**

**Or in person to:**

**Montverde Town Hall**

**Attn: Paul Larino, Town Manager**

**17404 Sixth Street, Montverde, FL 34756**