



# CITY OF ALACHUA

## *JOB DESCRIPTION*

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### **PUBLIC SERVICES TECHNICIAN**

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**DEPARTMENT:** Public Services

**REPORTS TO:** Engineering Supervisor

**SUPERVISES:** None

**FLSA:** Nonexempt

#### **GENERAL DESCRIPTION:**

This position is semi-skilled, technical, non-technical, and administrative work in the area of utilities, public works, and transportation. Work is performed under the general direction of the Engineering Supervisor.

#### **ESSENTIAL JOB FUNCTIONS:**

1. Assists Engineering Supervisor by performing various miscellaneous tasks related to public works and utility infrastructure.
2. Observe construction of public infrastructure associated with new development and record observations. Coordinate testing and acceptance of public infrastructure associated with new developments.
3. Observes work performed in public right of ways by non-City personnel.
4. Coordinates problem resolution associated with new development construction projects.
5. Coordinates and observes activities of outside contractors contracted by the City for various functions.
6. Evaluates and coordinates resolution of citizen complaints
7. Operate mosquito control equipment on an as needed basis.
8. Perform general errands for Public Services staff.
9. Assist Public Services divisions by working on special details on an as needed basis.
10. Assist other Departments by working on special details on an as needed basis.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

#### **MINIMUM QUALIFICATIONS:**

##### **KNOWLEDGE, ABILITIES AND SKILLS**

General knowledge of public works and public utilities operations including street and right of way maintenance, drainage systems, transportation, mosquito control, solid waste collection, water treatment and distribution, wastewater treatment and collection, and utility meter reading. Ability to operate computers and basic computer software. Knowledge of the occupational hazards and standard safety precautions of the work. Ability to accurately read and interpret construction drawings of public infrastructure and underground utilities systems. Ability to understand and carry out written and oral instructions. Ability to establish effective working relationships with employees and the public. Ability to prepare reports and keep records. May require announced or unannounced overtime work and the ability to respond to call-out during non-working hours or emergencies. May be required to work in difficult and strenuous environments due to nature of constructing and operating underground utilities system.

**EDUCATION AND EXPERIENCE**

High school graduation or possession of an acceptable equivalency diploma. Two (2) years of experience in public works and / or public utilities related work preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess a valid Florida Driver's License.

**ESSENTIAL PHYSICAL SKILLS:**

Acceptable eyesight (with or without correction).

Acceptable hearing (with or without hearing aid).

Moderate lifting and carrying; pulling; pushing; walking; standing; kneeling; bending; smelling; driving.

Wear restrictive safety equipment including but not limited to safety glasses, face shields, hearing protection devices, gloves, safety vests, and hard hats.

**ENVIRONMENTAL CONDITIONS:**

Works outside in all weather with: noise; darkness; dust; fumes; chemicals; solvents; grease; oil; uneven surfaces; moving objects; ladders and scaffolding; below ground; in water; vibrations; odors. Works on heavy construction sites.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.*

*By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.*

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature