



JOB TITLE: Public Works Technician I

JOB TYPE: Full-Time

REPORTS TO: Public Works Director

STARTING RANGE: \$18.50 - \$22.50/hr

Job Overview

The Public Works Technician I is responsible for assisting with the maintenance of streets and other public rights of way and facilities within the City of Osawatome.

Essential Duties and Responsibilities

- Maintains public streets, right of way, and facilities
- Ensures that job sites and equipment are safe and available to perform safe work methods
- Establishes traffic safety zones while working
- Identifies and reports street, storm sewer, water and wastewater system and park maintenance problems
- Operates a variety of equipment, including jack hammers, pavement breakers, tampers and other hand power tools
- Operates trucks, backhoes, street sweepers, aerial lifts and other construction vehicles and equipment
- Breaks, removes, repairs and installs pavement surfaces
- Digs, shovels, hauls, loads and unloads materials
- Installs and maintains City signs, road striping, and storm drains
- Repairs and maintains equipment at public facilities
- Participates in the maintenance of parks, grounds, buildings and related facilities
- Inspects buildings, facilities, grounds and park play equipment for conditions needing repair and maintenance
- Prepares reports and forms including project reports, time sheets, equipment records and work orders.
- Stocks crew truck with supplies.
- Identifies and participates in work-related training opportunities
- Assists other crews
- Other duties as assigned

Section 1: Minimum Job Requirements

- Must be 18 years of age or older
- High School Diploma or its equivalent
- 0 - 2 years' experience in a related field
- Valid Kansas Driver's License and good driving record

Section 2: Additional Job Requirements

Public Works Technician I must be able to work well within a group or team setting, but also work efficiently and independently. Communication skills both verbal and in writing are important to success in this position.

Section 3: Preferred Qualifications

- 3+ years' experience in a related field

Section 4: Physical Requirements

The work requires considerable and strenuous physical exertion in all weather, and includes lifting/moving of objects weighing in excess of 74 pounds, operating in areas of difficult or dangerous access, and operating heavy or dangerous equipment.

Section 5: Working Conditions

The work environment involves high risks with exposure to potentially life-threatening situations (motor vehicle traffic, chemical, fire and/or water, heavy machinery) or other unusual environmental risk which require a full range of safety and other precautions, but in some cases, these precautions cannot prevent injury, illness, or possibly death. This position primarily works outdoors in all weather, including extreme heat and extreme cold.

Section 6: Work Schedule

This position is primarily Monday through Friday with traditional daytime hours, however certain emergency situations or critical projects may require afternoon, evening, overnight, weekend, and holiday call-outs.

Section 7: Personal Knowledge, Skills, and Abilities

The City of Osawatomie has identified the following employee core competencies that allow and encourage innovation, learning and improvement in both internal and external City services. These core competencies allow the City to accomplish the programs and strategic goals set by the organization in accordance with the organizational values. The core competencies are included in the performance assessment and review processes. Every successful employee is expected to demonstrate each of the following core competencies:

- *Personal Accountability*

Accepts responsibility and is accountable for his or her actions. Acts in ways that support honesty and upfront dealings with his or her work and maximizes the use and efficiency of time and resources. Completes tasks independently and in a timely manner. Meets attendance and punctuality guidelines.

- *Communication*

Clearly and concisely presents oneself both verbally and in writing assuring that others understand the intended message. Keeps appropriate people accurately informed and up-to-date of both positive and potentially negative information. Appropriately expresses one's own opinion. Refrains from immediate judgment and criticism of others' ideas. Delivers criticism in a way that demonstrates sensitivity to the feelings of others and waits for others to finish their intended message before responding. Writes concise correspondence when required. Understands of the importance of non-verbal communication and presents oneself in an appropriate manner.

- *Job Performance*

Maintains functional knowledge for position including experience, education, situations and systems. Follows City and Department policies and procedures regarding work performance as defined by the Department.

- *Initiative and Innovation*

Recognizes and pro-actively addresses opportunities to improve. Takes independent action within his/her scope of responsibility. Looks for opportunities to learn from others or on-the-job and applies new skills and knowledge to daily work. Applies and/or shares ideas about new trends, technology of data to improve organizational performance or customer service.

- *Leadership (Non-Supervisory)*

Willingly cooperates and works collaboratively toward solutions that best benefit all involved; works cooperatively with others to accomplish City and department goals. Willing to take a pro-active stance and/or leadership role. Puts goals of the City and/or department ahead of personal agenda, and supports and acts in accordance with City or departmental decisions even when such decisions may not entirely reflect personal position. Works to understand decisions, the reasons behind decisions, and is able to communicate them. Solicits the input of others who are affected by plans or action and gives credit and recognition to others who have contributed. Is able to provide guidance of direction through informal leadership, moving towards shared goals and objectives.

Section 8: Benefits Available

This position is eligible for enrollment in the City of Osawatomie's complete benefits program, including health, dental, vision, and life insurances, and options for retirement savings programs.

Section 9: Other Information and Disclaimer

Department	Public Works
Division	---
Type	Full-Time
Pay Rate Type	Hourly
Weeks Per Year	52
Hours Per Week	40
KPERS Eligible	Yes
CDL Required	Yes
Random Drug Screen	Yes
Clothing Allowance	Yes
Drug Test Requirement	Yes
Physical Requirement	Yes
Background Check	Yes (Driving Record)

The included statements are intended to describe the general nature and level of the work performed by employees assigned to this position. It is not designed to contain or be interpreted as a complete or exhaustive list of duties, responsibilities, or qualifications. The City of Osawatomie reserves the right to amend and change responsibilities of job descriptions to meet business and organizational needs as necessary. The job description is not a contract or guarantee of employment.

Disclaimer

The City of Osawatomie is an Equal Opportunity Provider and Employer.

Please contact the Human Resources Department at info@osawatomieks.org or 913-755-2146 if you require reasonable accommodation to apply or need additional information.