



PUBLIC SERVICES TECHNICIAN -FLOATER POSITION

Department: Public Services
Supervisor: Public Services Director
Pay Grade: 4, 5, 6
FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK

The Public Services Technician performs technical, skilled, and manual work in the Public Services Department. The Department is responsible for streets, buildings, parks, water, sewers, and stormwater areas; this position will be a floater in the public services department.

HOURS OF WORK

The Public Services Director sets the hours of work. All full-time Public Services employees are required to work the weekend rotation, attend meetings/training both on-site and off-site, and work during snow or other emergencies-

QUALIFICATIONS

To perform this job successfully, an individual must satisfactorily perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Minimum Qualifications

PST 2 – Pay Grade 4

- High school degree or equivalent
- Ability to obtain a valid Minnesota Class A Commercial Driver's License within one year of hire
- Ability to obtain Tanker Endorsement within one year of hire
- Pool Operator License or Pesticide Spraying Certificate

PST 3 – Pay Grade 5

- High school degree or equivalent
- Ability to obtain a valid Minnesota Class A Commercial Driver's License within one year of hire
- Ability to obtain Tanker Endorsement within one year of hire
- Water D License, or ability to obtain in two years of hire
- Sewer D License, or ability to obtain in two years of hire

PST 4 – Pay Grade 6

- High school degree or equivalent
- Ability to obtain a valid Minnesota Class A Commercial Driver's License within one year of hire
- Ability to obtain Tanker Endorsement within one year of hire
- Water C License
- Sewer C License
- Or applicable experience, skills, and/or certifications

Desired Qualifications

- Valid Minnesota Class A Commercial Driver’s License
- Previous experience as a Public Service Technician in a similar field
- Mechanical aptitude
- Tanker endorsement
- Water and Sewer Licenses

ESSENTIAL FUNCTIONS

▪ *Equipment Operation and Maintenance:*

Truck	Skid Steer	Tractor
Payloader	ATV	Backhoe
Snow Plow	Dump Truck	Lawn Mower
Jetter/Vac Truck		

▪ *Water and Sewer:*

Maintain treatment plants	Manholes	Lift stations
Hydrants	Water towers	Water meters

- This position may be required to assist in the Streets and Parks Area.
- Performs other related duties and responsibilities as assigned by the lead and/or director.

KNOWLEDGE, SKILLS, AND ABILITIES

The public services technician must be able to work with and without direct supervision, both independently and as a team player. This position requires moderate to considerable physical effort when performing various tasks. He/she must be able to record various inspections, materials used and time usage.

Knowledge of the following is critical in succeeding as a Public Service Technician: the principles, practices, and procedures used in maintaining and repairing water, sewer, and hazardous waste regulations. This person must be able to analyze situations, determine appropriate actions, and respond quickly and appropriately to crises and emergencies.

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws, and OSHA standards, attend trainings to update knowledge and maintain licenses.

PHYSICAL REQUIREMENTS

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

- This work requires the regular exertion of up to 25 pounds of force and occasional lifting and/or carrying up to 75 pounds.
- Regularly requires sitting and speaking or hearing, frequently requires standing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions
- Occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling
- Standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly

- Hearing is required to perceive information at normal spoken word levels
- Preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length
- Operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Frequent exposure to outdoor weather conditions.
- Frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a loud noise location.

CONDITIONS OF EMPLOYMENT

Satisfactory completion of a background examination and other pre-employment requirements as identified in the City's Employee Handbook. All employees must comply with appropriate local, state, and federal safety rules, regulations, and statutes. All employees must comply with organizational and departmental policies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

ACKNOWLEDGEMENT

I, (print name) _____, have reviewed this job description and understand its duties and responsibilities. I can perform the essential functions as outlined. However, I know that my job may change temporarily or regularly according to the city's needs without being specifically included in the description.

I understand that my future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in this job description. I know there is a one-year probationary period for all City of Norwood Young America positions, which are "At-Will" positions.

Before signing this form, I have discussed any questions I may have had about this job description.

Signature

Date