

City of Dunedin, Florida

Class Description

**JOB TITLE: Public Services Maintenance Technician**

Public Works Department

Public Services Division

**GENERAL STATEMENT OF JOB**

Under general supervision, performs skilled and semi-skilled work in the maintenance and repair of City street / storm system infrastructure. Provides leadership and limited supervision of assigned Public Service Workers. Performs related work as required. Reports to the Public Services Superintendent or Public Services Foreman.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

*The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.*

Provides leadership of assigned staff and participates in the construction, maintenance and repair of asphalt, brick, concrete, streets, sidewalks, curbs, driveways and related appurtenances.

Provides leadership of assigned staff and participates in construction, maintenance and repair of, stormwater pipes, underdrains, catch basins, and other stormwater infrastructure.

Compiles written and/or computer generated data and prepares a variety of required reports and records.

Operates equipment including excavator, vac-truck, backhoe, bobcat, dump truck, service truck, camera/televised diagnostic equipment, air compressor, inflatable pipe plugs, backhoes, skid steers and various hand and power tools to complete daily tasks.

Performs all duties in compliance with all applicable policies, procedures, laws, codes, safety and health regulations.

Provides leadership and limited supervision of assigned staff. Enforces co-workers' compliance with employee safety/traffic and road safety rules and regulations. Directs personnel on the job assigned.

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Receives and responds to customer/public inquiries, concerns and complaints regarding division activities and services.

Requires rotation on the-on-call list to respond to emergencies.

Attends meetings, workshops and training to enhance job knowledge and skills.

**ADDITIONAL JOB FUNCTIONS**

Performs duties of other division personnel as required.

Performs related duties as required.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

**MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent with five years of experience in public streets/storm systems operations and heavy equipment operations; three years supervisory experience

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

**SPECIAL REQUIREMENTS**

Requires a valid Florida class "B" CDL with "Air Brake" endorsement.

Requires certification as a Florida Stormwater Association Level 1 Operator.

Must possess a valid Florida class "B" CDL with appropriate endorsements.

Requires certification in (MOT) Maintenance of Traffic within 6 months.

Requires Confined Space certification within 12 months.

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Public Services Maintenance Technician position. Clearly understands any ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is skilled in applying a responsible attention to detail as necessary in preparing reports and records. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Is able to offer assistance to fellow employees as necessary. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools and/or materials used in performing essential functions. Requires the ability to use, operate and/or handle equipment such as an excavator, vac-truck, bobcat, backhoe, service truck, hand tools, etc. Has thorough knowledge of the principles, theories, practices and methodologies of stormwater systems and their maintenance and repair, and other fields applicable to the requirements of the position. Has knowledge of the standard tools, equipment and materials of the trade. Has skill in the care and use of required tools and equipment. Is able to make repairs and adjustments to equipment.

**Verbal Aptitude:** Requires the ability to use a wide variety of reference and/or descriptive data and information.

**Mathematical Aptitude:** Has knowledge of basic mathematics. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to calculate surface areas, volumes, weights and measures.

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**Functional Reasoning:** Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgement to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret various materials pertaining to the responsibilities of the job.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

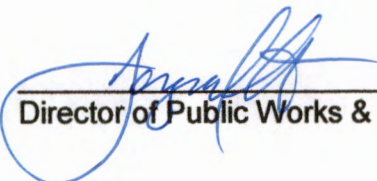
**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (up to 100 pounds) and occasionally heavier items. Requires sufficient hand/eye coordination to perform semi-skilled/skilled movements, as in mechanical repair work and machinery control.

**Sensory Requirements:** Some tasks require visual, depth, smell, texture and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks require exposure to temperature extremes, smoke/dust/pollen, strong odors, wetness/humidity, toxic/poisonous agents, insect bites, disease/pathogens, electric currents, machinery hazards, traffic hazards, vibrations, and noise extremes.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

  
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Director of Public Works & Utilities / City Engineer

9/28/2020  
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Date