



## TOWN OF ATOKA JOB DESCRIPTION

Position Title	Department	Reports to
Public Works Technician	Public Works	Public Works Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> On Call	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	June 7, 2024

### **POSITION SUMMARY**

This is an entry level position responsible for performing manual labor tasks in the areas of parks, sewer, streets, and water. Duties also include other support services. The employee is under the close supervision of the Public Works Director, or his designee where assigned. Instructions to the employee are detailed and specific. Performs related work as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions include, but are not limited to the following:

- Cut grass and weeds from Town property and rights-of-way.
- Remove debris from Town property.
- Load and unload dirt, gravel, trash, garbage, and other debris.
- Work as part of a construction crew in street repair, water line repair and sewer line repair.
- Clean, maintain and service equipment and tools.
- Must perform heavy manual labor for extended periods.
- Frequently lift objects weighing 25 to 50 pounds.
- Attend training classes, as required.
- Aid other municipal departments in the performance of their duties.
- Be available to work nights, weekends, holidays, and on call rotation, as required.
- Respond to emergencies within the community, as required.
- Works under the immediate supervision of the Public Works Director.
- Collects daily water and chlorine samples, as well as daily meter readings.
- Complete other duties and responsibilities, as assigned.

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

- Knowledge of fleet vehicles and maintenance of equipment and facilities.
- Knowledge of practices used in the operation of heavy and light mobile track and wheel equipment.
- Knowledge of accepted construction principles and practices.

- Knowledge of materials and equipment used in public works, public utilities and public facilities maintenance and construction work.
- Knowledge of the elementary principles and practices of civil engineering as it applies to construction and maintenance of streets, utilities, drainage, and other public facilities.
- Knowledge of modern methods, materials and practices related to the operation, construction and maintenance of water plant and distribution systems, sewage treatment collection systems, street systems, and other public facilities.
- Knowledge of the occupational hazards of work to be accomplished and the necessary safety precautions needed.
- Knowledge of laws and regulations regarding employee health, safety, and employment practices.
- Knowledge of state and federal laws governing labor practices, building codes, water and wastewater operations, and street and highway signage.
- Ability to maintain inventory control and follow appropriate purchasing policies and procedures.
- Ability to establish and maintain an effective relationship with the public and other employees.

### **MINIMUM QUALIFICATIONS**

- Ability to read, write, and perform basic mathematical calculations.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- High school diploma or GED
- Must possess a valid Tennessee driver's License.
- Must pass a criminal background check and drug test

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- The position will require the employee to operate a cellular telephone, chain saw, hand tools, ladder, lawn mower, pruner, radio, rake, saw, shovel, tape measure, telephone, vehicle, weed sprayer, weed trimmer and any other equipment necessary in the performance of the job.
- The position will require the employee to be exposed to elements of nature including extreme heat, cold, rain, snow, and other unfavorable weather.
- The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The physical working conditions are such that minor abrasions, bruises, cuts, or burns may be encountered.
- The employee may be required to enter confined spaces and will be exposed to dirt, dust, loud noises, noxious fumes, tobacco smoke and unpleasant odors.
- The employee will be exposed to animals including but not limited to dogs, rodents, snakes, and spiders.
- The work may require the use of protective devices such as masks, goggles, or gloves.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or listen. The employee frequently is required to use entire body to handle or feel objects, manipulate tools, including but not limited to, shovels, rakes, mowers, trimmers, and/or equipment and mechanical and electrical controls. The employee is regularly required to stand, walk, sit, and reach with hands and arms. The employee must have the ability to lift and/or move up to 75 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus in all conditions. The noise level in the work environment is usually moderate to extreme. The employee will work in all weather conditions, including extreme cold and heat.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**Reviewed with employee by:**

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Received and accepted by:**

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

The Town of Atoka is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.