



## City of Belle Isle Position Description

**Position Title:** Public Works Technician      **FLSA:** Hourly/Non Exempt  
**Supervisor:** Public Works Director      **Revised:** 9/2021  
**Job Type:** Full-time

**General Description:** The position of the Public Works Technician involves semiskilled manual labor and general maintenance activities in the Public Works Department. Work is performed under limited supervision at the direction of the Public Works Director. Many tasks are routine and once mastered require limited supervision. Department operations include, but are not necessarily limited to, maintenance of streets, sidewalks, right-of-ways, parks, landscape, stormwater systems, urban forestry and general maintenance activities.

### Essential Job Functions:

- Assists in performing a variety of semiskilled manual labor tasks and other general maintenance tasks to include the maintenance and repair of City infrastructure including parks, landscape, drainage, buildings, sidewalks, streets, and stormwater. Tasks may include the following: mowing City parks, cleaning drainage structures, asphalt patching, sidewalk maintenance, tree trimming, painting pavement lines, street sign maintenance, irrigation system maintenance, painting, minor building maintenance, and other related tasks at the direction of the Public Works Director.
- Operates and maintains equipment required in performing various tasks as trained/directed by the Public Works Director to include but not limited to small equipment, hand tools, dump truck, mowers, etc.
- Responsible for preventative maintenance on all equipment used.
- Perform related tasks as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed and are intended only as illustrations of various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assessment to the position. Employees will be required to perform other job related duties as required.)

### Knowledge, Abilities, and Skills:

- Knowledge of the potential occupational hazards associated with outdoor maintenance.
- Basic knowledge of irrigation systems, concrete and paving work, stormwater systems and general maintenance.
- Ability to understand and follow oral and written instructions.
- Ability to use, care and maintain all Public Works equipment.
- Ability to keep and maintain records of work accomplished to meet the requirements of State and Federal regulations.
- Ability to work unsupervised.
- Ability to drive large maintenance vehicles.

- Ability to read, write and follow instructions.
- Ability to perform heavy manual labor under various weather conditions.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, and the public.

**Minimum Requirements:**

- Graduation from high school or equivalent supplemented with two years of experience in manual labor maintenance, or an equivalent combination of relevant education and experience.
- Must possess valid Florida Driver's License.
- Sufficient physical strength and agility to perform heavy manual labor.
- Must be able to lift 50 pounds.
- Proficient in speaking English.
- Must be able to operate mowers, tractors, trucks, and variety of other hand tools and equipment (power and manual).
- Must meet physical and environmental demands of working outdoors in all weather conditions for most of the day; exposure to insects, chemicals, and traffic fumes; dangers of working in public right-of-ways.
- Must possess an exceptional level of dependability and adaptability.

**Desired Qualifications:**

- Demonstrated ability to work as a team.
- Commitment to effective customer service.

**Environmental Conditions:**

Works inside and outside under adverse conditions.

The City of Belle Isle is an Equal Opportunity Employer. The Americans with Disabilities Act requires the City of provide reasonable accommodations to qualified individuals with disabilities.