

**VILLAGE OF LYNDONVILLE  
PUBLIC WORKS TECHNICIAN**

**FLSA Status:** Non-exempt, paid hourly

Full-time  Part-time

**Reports To:** Public Works Supervisor

**Work Hours:**

Work hours vary. Employees typically work four 10-hour days (6:00 a.m.-4:30 p.m.) from May 1—October 31 and five 8-hour days (7:00 a.m.-3:30 p.m.) the rest of the year. There is an unpaid 30-minute lunch break and two paid 15-minute breaks, a.m. and p.m. However, hours will vary depending upon weather conditions and the needs of the municipality. Wintry weather conditions or emergency situations will require additional hours that are likely to exceed normal workday hours and include work on Saturdays and Sundays, especially in winter. Overtime may typically be 15-20 hours or more in winter during storms.

**OBJECTIVE/PURPOSE**

Under the general direction of the Public Works Supervisor, with oversight from the Municipal Administrator, this position advances the safe and effective functioning of the Village's streets and its water distribution and wastewater collection systems. This position engages in skilled, safety-focused and efficient labor in construction projects, maintenance of Village buildings and grounds, roads, parks, sidewalks, vehicles, and equipment.

**DUTIES AND RESPONSIBILITIES**

- Operates commercial motor vehicles and other related equipment while performing timely and effective maintenance of all Village roads and rights of way (ROW), including plowing, spreading sand and salt to facilitate safe travel conditions.
- Performs timely and effective repair of all Village roads, ROW, and drainage systems, including ditches and catch basins, as well as the cleaning, repair and replacement of culverts.
- Installs and changes snowplow blades and wings on trucks as necessary with another crew member.
- Performs timely and effective maintenance of ROW along roads including mowing, trimming, brush/branch/tree removal, and clears the roads of trees and limbs from storm damage, etc.
- Performs all needed manual tasks such as: shoveling, sign repair and installation, flagging, trash/debris removal, soil/asphalt compaction and all related work.
- Identifies and communicates in a timely manner to Public Works Supervisor all needed repairs, for example: roadway hazards, signs in disrepair, low hanging branches, overgrown brush.
- Performs routine maintenance (including washing and cleaning) and minor repairs on municipal trucks and equipment, ensuring that regular oil changes, light bulb replacement, lubrication, tire inflation and other needed maintenance take place to preserve vehicle longevity and ensure safe operation.

- Performs periodic safety inspections of municipal vehicles including: brake system, tires, windshield and wipers, hoses, fluids, tie rods, ball and socket joints, lights, turn signals, etc. to ensure all are in proper operating condition.
- Effectively gathers and prepares tools and/or equipment (including workzone safety equipment) as needed to complete the day's work and returns them to proper storage by the end of the work day.
- Effectively operate an electronic handheld meter reader to take customer water and sewer usage readings. Requires learning routes, meter locations, and walking reasonable distances, on uneven terrain, steps and slippery surfaces.
- Maintains neat and orderly storage and work space.
- Responds effectively to requests and concerns expressed by the public.
- Completes recordkeeping requirements accurately on a daily basis including: timesheets, work orders, work logs, and vehicle logs.
- Participates in all safety training offered/sponsored by the municipality.
- Wears all required personal protective equipment (PPE) and follows safety procedures and precautions at all times.
- Ensures that all interactions with colleagues, municipal officials and the public are friendly, courteous and helpful.
- Complies with all municipal policies and state and federal regulations.
- Performs other duties as assigned.

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

- At least one year experience driving dump trucks and plowing snow as well as one year experience operating heavy equipment is desired.
- Must be able to operate municipal trucks while seated for long periods of time.
- Must be able to drive plow truck while working plow controls.
- Requires considerable knowledge of maintenance and repair procedures required for safe equipment operation.
- Requires considerable knowledge of street construction and maintenance and water and sewer line maintenance.
- Requires understanding of and meticulous following of safe excavation and trenching practices.
- Must anticipate, recognize, communicate and respond to maintenance and repair needs to prevent problems with safety, malfunction or the greater cost of postponed repairs.
- Must demonstrate good judgment and quick reaction time to prevent accidents and respond appropriately in the event of an emergency.
- Must have good peripheral vision, spatial orientation and depth perception for safe driving and equipment operation and accident avoidance.
- Must have ability to withstand exposure to varying weather conditions while exerting physical effort for long shifts.
- Must have ability to climb up and down ladders, climb into and out of large vehicles and heavy equipment safely.
- Must have ability to stand and work over uneven or slippery terrain is required;
- Must have ability to bend/crouch.

- Must be able to read, comprehend and follow written and verbal directions and instructions.
- Must maintain strong safety awareness, problem solving and critical thinking skills.
- Must have ability to maintain composure and interact tactfully with people.
- Must be willing to engage in all required safety and other appropriate training.
- Must be willing to receive and apply constructive feedback.

#### **EDUCATION AND TRAINING**

- High school diploma or equivalent required or two years of relevant experience required.
- Valid driver's license and clean driving record are required.
- Valid Commercial Drivers License (CDL) Level A or B required.
- OSHA 10-hour or 30-hour certification desired.
- Class 3 Water License preferred.

#### **TOOLS/TECHNOLOGY**

- Must safely operate machinery and equipment including but not limited to: plow truck dump truck, loader, excavator, tractor, back hoe, roller, vacon, culvert thawing machine, chipper, sidewalk plow, compactor, power washer, line striper, waterline thawing machine, etc.
- Must safely use hand tools and power tools such as jack hammer, chain saw, concrete saw, and welder, etc.
- Basic Computer Skills

#### **PHYSICAL AND MENTAL DEMANDS**

- Frequently and repeatedly lifts or moves up to 50 pounds to shoulder/overhead and occasionally lift or move up to 80 pounds to waist level.
- Dexterity and visual acuity needed to safely drive and operate manual and power tools.
- Drives a municipal vehicle for prolonged periods of time that include darkness and challenging weather conditions.
- Must be able to go from sedentary driving position to several hours of manual labor and vice versa.
- Physical demands include: constant reaching, frequent walking, prolonged standing, frequent climbing up and down, frequent grasping.
- Must sustain prolonged sitting of up to 4 hours and up to 16 hours per day during snowstorms.
- Must have good vision (with or without corrective lenses), peripheral vision, spatial orientation, and depth perception.
- Must be able to respond immediately to vehicle horns and voice communication.
- Must be able to follow oral and written directions.
- Must be able to communicate clearly.
- Must be able to evaluate and solve problems.
- Must adhere to all federal drug and alcohol testing requirements.

**WORK ENVIRONMENT/CONDITIONS**

- Most work occurs in trucks, outdoors, in municipal garage, water treatment plant and pump stations, sewer pump station.
- Frequent overtime is required during winter months, with highly variable work schedules, including nights and weekends.
- Exposure to rain, snow, ice, heat, cold, and other extreme weather conditions for long periods;
- Exposure to biting insects, plants, and other wildlife.
- Exposure to moving mechanical parts, roadside danger, loud noise and vibration.
- Exposure to unpleasant smells and substances.
- Walking/movement occurs over uneven or slippery ground, hillsides, ditches, brooks, etc.
- Weekend and night on-call hours required during winter season.

Commented [JM1]: Also Insert exposure to unpleasant odors and substances?

**DISCLAIMERS**

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

**EQUAL EMPLOYMENT OPPORTUNITY**

The Village of Lyndonville is an Equal Employment Opportunity employer.

**SIGNATURES**

Commented [JM2]: Add Village Trustee Chair signature?

**Employee Acknowledgement**

I have received and understand the requirements, essential functions and duties of this position.

_____	_____
Employee Signature	Date

**Supervisor Approval**

_____	_____
Supervisor Signature	Date

**Town Administrator Approval**

_____	_____
Town Administrator Signature	Date