

## City of George

**Position Title:** Full-Time Public Works Technician

### **General Characteristics:**

Recruited by: City Council and Mayor  
Recommended for appointment by: City Council  
Contracted by: City Council

### **Working Relationships:**

Type of authority: Line  
Reports to: Mayor, Superintendent of Public Works  
Supervises: None  
Consults with: City Council, Mayor, & City Clerk

**Basic Functions:** Responsible for the various maintenance activities, assist the Superintendent of Public Works as needed and do miscellaneous city tasks as requested.

### **Position Responsibilities:**

1. Assist with the maintenance and repairing of streets, sidewalks, bridges, alleyways, etc.
2. Assist with snow removal and sanding for icy conditions.
3. Maintain the grass on all city property (parks, maintenance buildings, etc)
4. Assist or complete meter reads, changing meters, touchpads, shut-offs and other things as assigned.
5. Help with maintenance and repair of park facilities, including campground.
6. Responsible to maintain the city refuse site in an organized matter.
7. Responsible to help with installing City Christmas decorations the week after Thanksgiving and removing the week after New Year's.
8. Responsible to paint parking areas, handicapped parking and no parking zones that assure efficient parking and traffic flow.
9. Assist the Superintendent of Public Works as needed and requested.
10. Complete miscellaneous tasks as requested by the Mayor, City Council and City Clerk.

### **Preparation, Experience, and Skills:**

1. Is physically able to do the work involved with city operations & maintenance.
2. Has the knowledge and skills to be trained commensurate with the responsibilities of the position.
3. Character traits are of an accepted level, including the avoidance of profanity, limited use of alcohol and not smoking on City property.
4. Report to work each day clean and neat.
5. Show by attitude an interest in promoting the welfare of the city.
6. Is capable of operating heavy equipment. For example: a truck with snow plow, large front-end loader, street sweeper, etc.
7. Possess mechanical knowledge and skills.
8. Able to obtain certification in areas the City Council requires.
9. Is capable of working with the public and dealing with public issues in a pleasant & professional decorum.

**Terms:** Employment is at the discretion of the City Council.

**Evaluation:** Job performance will be reviewed yearly with the Mayor and/or City Council.