



CITY OF LEOTI

Council Meeting
1st & 3rd Monday – 7:00 p.m.

SERVICE TECHNICIAN

City of Leoti

Public Lands and Works Department

POSITION SUMMARY

Under the oversight of the City Superintendent and the supervision of the Assistant Superintendent, Service Technician is a non-exempt position under FLSA. This employee performs unskilled duties and manual labor for the Public Lands and Works Department. This employee should possess strong mechanical aptitude, effective communication and public relation skills.

ESSENTIAL FUNCTIONS

- ✓ Operates department equipment, including rollers, trucks, backhoes, and street sweeper;
- ✓ Repairs potholes, utility cuts, overlays, and compaction for asphalt or other road surface types;
- ✓ Performs street sealing and patching duties;
- ✓ Places and removes warning signs, cones, barricades, and flashing lights, as needed;
- ✓ Repairs and installs street and traffic signs;
- ✓ Paints crosswalks, shoulder lines, and parking;
- ✓ Reads and records water meter readings;
- ✓ Repairs and installs water and sewer lines;
- ✓ Checks wells and lift stations;
- ✓ Sweeps streets and shop;
- ✓ Removes sewer and storm drain blockages;
- ✓ Operates lawn care equipment;
- ✓ Performs repairs and maintenance on equipment;
- ✓ Removes fallen trees or other debris from streets;
- ✓ Gathers water samples;
- ✓ Sprays for insects and weed control;
- ✓ Trapping, chasing, and pickup of stray dogs and animals, including skunks, and responsible for reporting any pickups to the Code Enforcement Officer;
- ✓ Follows department policies and procedures;
- ✓ Follows safety procedures and practices.

MARGINAL FUNCTIONS

- ✓ Removes snow and ice during inclement weather;
- ✓ Provides frequent updates to Assistant Superintendent during inclement weather;
- ✓ Performs repairs on buildings and facilities;
- ✓ Assists in cleaning City park;
- ✓ Performs other duties as deemed necessary or assigned.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High school diploma or GED is required. Possession of an appropriate, valid Class B Commercial Driver's License is required within 90 days of date of hire; must maintain an insurable driving record.



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EXPERIENCE:

2-5 years of related work experience.

SKILLS:

1. Good oral and written communication skills
2. Analytical skills
3. Organizational skills
4. Basic math and accounting concepts.
5. Computer software application skills.
6. Operational planning and scheduling.

MENTAL REQUIREMENTS:

1. Ability to read and comprehend City, state, and federal regulations
2. Ability to analyze complex problems and recommend solutions
3. Diplomacy and judgement
4. Mechanical aptitude
5. Ability to work with others and be solutions-oriented
6. Ability to recognize and protect confidential information
7. Ability to read and understand site plans, blueprints, etc.
8. Ability to analyze safety situations.
9. Alpha and numeric recognition.
10. Ability to prioritize work.

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls, use computer applications, and other communication systems.
2. Ability to travel and tour City project sites in adverse conditions to include but not limited to accident sites, construction sites, outdoor sites, remote sites, etc.
3. Ability to sit and be attentive for extended periods of time.
4. Exposure to traffic noise and fumes.
5. Exposure to extreme environmental conditions.
6. Ability to distinguish colors.
7. Ability to drive City vehicles.
8. Ability to lift 10 pounds and transport 25 feet.
9. Regularly lift up to and in excess of 40 pounds.

**The preceding job description has been designed to indicate the general nature and level of work performed by employees with this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.*

X _____
Employee Signature

Date