



JOB TITLE: Public Works Technician
JOB TYPE: Full-Time Hourly

REPORTS TO: Public Works Director
STARTING RANGE: DOE

Job Overview:

The Public Works Technician is responsible for assisting with the maintenance of streets and other public rights of way, Town facilities, water system, sewer system, cemetery, landfill, and parks within and outside the Town limits of the Town of Moorcroft.

Essential Duties and Responsibilities

- Maintains public streets, right of way, and all owned facilities in and outside of town limits.
- Ensures job sites and equipment are safe and available to perform safe work methods. Establishes traffic safety zones while working. Identifies and reports street, storm sewer, water and wastewater system, and park maintenance problems and provides repair of those systems as needed.
- Operates various equipment, including mowers, jackhammers, pavement breakers, tampers and other hand power tools.
- Operates trucks, snow plows, backhoes, skid steer, street sweepers, aerial lifts, and other heavy equipment as needed.,
- Breaks, removes, repairs, and installs pavement surfaces.
- Digs, shovels, hauls, loads and unloads materials. Installs and maintains Town signs, road striping, paint curbs as needed, paints handicapped parking areas, maintains water and sewer lines, meters, storm drains, etc...
- Collects data and samples as assigned. Ie. water meter reading, water samples, wastewater samples, etc...
- Repairs and maintains equipment at public facilities.
- Participates in maintaining parks, grounds, buildings, and related facilities. Inspects buildings, facilities, grounds, and park play equipment for conditions needing repair and maintenance.
- Prepares reports and forms, including time sheets, equipment records, and work orders.
- Stocks crew trucks with supplies. Identifies and participates in work-related training opportunities.

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- Assists other crews as needed.
- Other duties as assigned.

Section 1: Minimum Job Requirements

- * Must be 18 years of age or older High School Diploma or its equivalent.
- * Valid Wyoming Driver's License Class C or the ability to obtain one. Good driving record.

Section 2: Additional Job Requirements

- Public Works Technicians must be able to work well within a group or team setting but also work efficiently and independently.
- Communication skills both verbal and in writing are important to success in this position.
- Obtain either a Wyoming Level 1 Water or Wastewater Certificate within 1 year of employment, with the other certificate no later than the end of year two (2).

Section 3: Preferred Qualifications

- 3+ years experience in a related field.
- Class A or B (CDL) driver's license.

Section 4: Physical Requirements

- Ability to exert physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, carrying, lifting, pushing and pulling up to 50 pounds.

Section 5: Working Conditions

This position requires working under a variety of working conditions without direct supervision, where exposure to environmental factors, such as temperature variations, odors, noise, vibrations, wetness, machinery, electrical currents, vehicular traffic, and/or dust cause discomfort, and where hazardous conditions may exist.

- * This is highly physical work that regularly requires working outside and occasionally working inside.
- * The position is frequently exposed to natural weather conditions including extreme cold and extreme heat.

Section 6: Work Schedule

This position works eight (8) hours per day, Monday through Friday with traditional daytime hours, however certain emergency situations or critical projects may require afternoon, evening, overnight, weekend, and holiday call-outs. The Director of Public works (with council approval) may assign a different work schedule if it benefits the needs of the town.

This position requires one week a month on call which requires the checking of wells and other facilities as assigned and any callouts that may occur after hours.

Section 6: Personal Knowledge, Skills, and Abilities

The Town of Moorcroft has identified the following employee core competencies that allow and encourage innovation, learning, and improvement in both internal and external Town services. These core competencies allow the Town to accomplish the programs and strategic goals set by the organization following the organizational values. The core competencies are included in the performance assessment and review processes.

Every successful employee is expected to demonstrate each of the following core competencies:

1. **Personal Accountability** Accepts responsibility and is accountable for his or her actions. Acts in ways that support honesty and upfront dealings with his or her work and maximizes the use and efficiency of time and resources. Completes tasks independently and promptly. Meets attendance and punctuality guidelines.
2. **Communication** Clearly and concisely: Presents oneself both verbally and in writing assuring that others understand the intended message. Keeps appropriate people accurately informed and up-to-date of both positive and potentially negative information. Appropriately expresses one's own opinion. Refrains from immediate judgment and criticism of others' ideas. Delivers criticism in a way that demonstrates sensitivity to the feelings of others and waits for others to finish their intended message before responding. Writes concise correspondence when required. Understands the importance of non-verbal communication and presents oneself in an appropriate manner.
3. **Job Performance:** Maintains functional knowledge for the position including experience, education, situations, and systems. Follows town and Department policies and procedures regarding work performance as defined by the Department and Town.
4. **Initiative and Innovation:** Recognizes and proactively addresses opportunities to improve. Takes independent action within his/her scope of responsibility. Looks for opportunities to learn from others or on the job and applies new skills and knowledge to daily work. Applies and/or shares ideas about new trends, and technology of data to improve organizational performance or customer service.

5. Demonstrates leadership and willingly cooperates and works collaboratively toward solutions that best benefit all involved; works cooperatively with others to accomplish town and department goals. Willing to take a proactive stance and/or leadership role.
6. Puts goals of the Town and/or department ahead of personal agenda, and supports and acts in accordance with or Town departmental decisions even when such decisions may not entirely reflect personal position.
7. Works to understand decisions, and the reasons behind decisions, and is able to communicate them. Solicits the input of others who are affected by plans or actions and gives credit and recognition to others who have contributed. Is able to provide guidance of direction through informal leadership, moving towards shared goals and objectives.
8. Works in a manner that is safe and does not expose him or herself, or other Town employees, to unnecessary risk.

Section 8: Benefits Available

This position is eligible for enrollment in the Town of Moorcroft's complete benefits program, including health, dental, vision, and life insurance, and sick, personal, and vacation leave. This position is eligible for Wyoming Retirement. All benefits are established and subject to change as determined by the Town Council at the passage of the yearly budget.

Section 9: Other Information and Disclaimer

Employment Status:	At Will Employee
Pay Rate Type:	Full-Time Pay: Salary Range DOE
Hours per Week:	40 hours per week.
Weeks Per Year:	52
Holidays:	Established by resolution of the council
Class A or B Driver License	Preferred, but is subject to the need of the town.
Random Drug Screen	Yes Policy 2.5 SUBSTANCE ABUSE (Handbook)
Drug Test Requirement	Yes
Physical Requirement	Yes (paid for by employer)
Background Check	Yes (Includes Driving Record)

The included statements are intended to describe the general nature and level of the work performed by employees assigned to this position. It is not designed to contain or be interpreted

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as a complete or exhaustive list of duties, responsibilities, or qualifications. The Town of Moorcroft reserves the right to amend and change the responsibilities of job descriptions to meet business and organizational needs as necessary. The job description is not a contract or guarantee of employment.

The Town of Moorcroft is an Equal Opportunity Provider and Employer.

Employee Signature: _____ Date: _____