

CITY OF SEAFORD
POSITION CLASS SPECIFICATION

CLASS TITLE: Technician I

DEPARTMENT: Public Works

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DATE: March 27, 2019

SUMMARY STATEMENT

The Technician I is an entry level position entailing ground based duties as required to assist in the maintenance, installation and operation of the City of Seaford streets, rights-of-ways, storm drainage system, water system and sanitary sewer collection including lift stations. The Technician I will undergo a significant amount of training in areas including safety, basic operations in the various services in public works, equipment operation and standard public works practices, procedures and terminology. In addition the Technician I will have to attend the Water Operators Class at Delaware Technical and Community College to acquire the DE Water Operators license within the first eighteen months of employment.

MINIMUM EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. equivalent.
- State of Delaware CDL Class A with airbrake endorsement driver's license or above. If not currently licensed must be able to acquire within 180 days of employment.
- Because the position of Technician I is an entry level position experience is not required but will be considered a plus.

MACHINES, EQUIPMENT, TOOLS USED: Shovel, pick, rake, jack hammer, radios, computers & SCADA system, calculators, motor vehicles, air compressor, dump truck, backhoe, street sweeper, fork lift, snow removal equipment, sanding equipment, lawn mowers, valves, curb stops, corporations, gaskets, line tapping and stopping machines and sewer jet. This list is to establish examples, but not intended to be all inclusive of every machine to operate, piece of equipment or tools to be used.

EXAMPLES OF PRIMARY FUNCTIONS AND DUTIES:

- Obtain DE CDL Class A with air brake endorsement license within 6 months of employment.
- Receives assignments and assures materials, tools, and equipment are delivered to the work site as needed.
- Stock equipment on assigned department vehicles.
- Read water meters.

- Assist with water service connects and disconnects.
- Sweeps streets with a mechanical street broom and/or hand broom
- Uses pick, rake and shovel for digging, grading and patching
- Spreads and levels earth, gravel, stone, and sand using public works equipment, hand and power tools.
- Picks up leaves and limbs off of the street.
- Cleans tools, equipment, materials and work areas.
- Removes snow and sands/salts streets and sidewalks using snow plows, dump trucks, backhoes, salt spreaders.
- Participates in the installation, repair and replacement of water and sewer lines and related items.
- Trims and removes trees and brush using chainsaw; rakes leaves and removes fallen branches and other objects which are hazardous to public safety.
- Installs, remove, and replace traffic signs, curb painting and weed spraying.
- Performs basic and/or advance maintenance of motor vehicles and equipment.
- Checks chemical concentrations, water levels in the water system and sewage pumps in the sewer collector system.
- Flags to direct traffic and provide safety for the crew when required, and sets up and picks up cones and barricades upon completion of work or as assigned.
- Prepare reports as required.
- Assist other City Departments as directed.
- Ability to perform manual labor work for extended periods under adverse environmental conditions.
- Ability to work in a confined environment, often below ground.
- Ability to understand and follow oral and written instructions.
- Ability to detect and advise the public works management of malfunctions in the water and storm water and sanitary sewer collector systems.
- Ability to observe and report items which should receive maintenance.
- Ability to cooperate and work with others as a member of a team.
- Ability to respond to public inquiries in a courteous and professional manner.
- Ability to work independently in the absence of supervision.
- Ability to fluently speak, read and write the English language.
- Ability to read blue-prints, electrical and pump schematics.
- Ability to work holidays, evenings, and weekends as set forth by the Director of Public Works or his designee

SAFETY REQUIREMENTS

- Assumes safety responsibility for self, co-workers and equipment.
- All applicable City safety policies shall be followed.
- Proper protective gear shall be worn for all work performed.
- All chemicals shall have up-to-date MSDS on file and be accessible.

- Housekeeping standards and equipment storage shall be maintained so as to comply with all applicable safety standards.
- Attend and participate in all safety meetings as directed.

SUPERVISION RECEIVED: Receives direction from Public Works Coordinator, Director of Public Works, and occasionally from the City Manager.

SUPERVISION GIVEN: None

SPECIAL REQUIREMENTS:

- State of Delaware Class D driver's license – obtain CDL Class A with air brake endorsement license within 6 months of employment.
- Must meet the residency requirements of the City of Seaford Municipal Code Article 4 Section 2.4.1 which requires utility personnel to live within a thirty (30) mile radius of City Hall, 414 High Street, Seaford, DE.
- Must obtain a State of Delaware Water Operator's License within eighteen (18) months of employment.
- Must obtain ASST Flagger Certification within six (6) months of employment.
- Must successfully complete a criminal and motor vehicle background check.

PROBATION, TRAINING AND ADVANCEMENT PERIOD:

- Probation period shall exist from date of hire for a minimum of 6 (six) months. If acceptable performance is indicated in writing by the supervisor, the individual will be taken off probation, but remain a Technician I for a minimum of another 6 (six) months. The individual may remain a Technician I for greater than 12 months only with the approval of management if qualifications are not met.
- If unable to demonstrate minimum Technician I knowledge after the 12 month period (or longer if approved), the individual will be declared unqualified to work in the Public Works Department. Normally, there will be no transfer to another department and the employee will be terminated.
- The employee is ineligible to be placed on "Standby Call" during the 12 month Technician I period and must have acquired the DE Water Operators License prior to being placed on standby call and be eligible to be promoted to being a Tech II.
- The employee will be required by the Director of Public Works to enroll, participate and successfully complete the Water Operators training program offered by Delaware Technical and Community Environment Training Center.

ADVANCEMENT: In order to advance beyond the position of Technician I, the employee shall demonstrate to the satisfaction of his supervisors, competency in the areas or tasks listed above demonstration of competency will include performance observations by supervisors and senior operators and may involve written, oral or practical testing. Some additional, but not limited to, requirements to advance beyond Technician I are listed below.

- Must have completed the above referenced Special Requirements.
- Must be punctual, dependable, and also able to work overtime as needed.
- Must work well with fellow employees, staff, and management.
- Must show the ability to work safely and follow prescribed safety practices.
- Must be able to assume call out and stand by duties as applicable to the water, sewer and storm water collector systems.
- Must be proficient in the operation, maintenance and troubleshooting of the water, sewer and storm water collector systems.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Environment: Work in the outdoors; significant exposure to extreme cold, heat, and noise, vibration, chemicals, fumes, odors, dusts, mechanical hazards, electrical hazards, pathogen born sewage; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability to work in a field setting and operate assigned equipment. Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions. CONSTANT exertion of force in excess of 20 pounds to move objects. FREQUENT exertion of force in excess of 50 pounds to move objects. OCCASIONAL exertion of force in excess of 100 pounds, transport materials to distances up to 200 yards with or without assistance, grasp and grip to lift and carry equipment, hand and arm strength and foot dexterity to operate automobile or light pickup.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.