

Job Description

Streets Technician – Levels 1 and 2

Summary & Scope of Responsibilities: This individual is responsible for assisting with overall upkeep of Streets and Rights of Way (ROWs), and for providing general support for special events, to include weather events. This position is considered ESSENTIAL.

** Level 1 is the highest level of this job category. Items indicating Level 1 status are indicated as (Level 1).*

Reporting Relationships: Reports to Department of Public Works General Services Manager.

Essential Tasks & Responsibilities:

- Perform maintenance and repair of streets, sidewalks, street signs and associated drainage systems/ditches.
- Mow and trim grass, trim and prune trees in ROWs.
- Provide on-call/weekend assistance as needed.
- Investigate and solve customer/resident/business issues as assigned.
- Ability to establish and maintain effective working relationships with others including operators, supervisors and the public.
- Inventory street signs, input into GIS system. Maintain street sign inventory. (Level 1)
- Ability to develop reports regarding drainage improvements, street sign type and locations, etc. (Level 1)
- Attends seminars, training sessions necessary to continue educational and professional progress (Level 1).
- Ability to apply VDOT standards to street signs, markings, etc. (Level 1)

Other Responsibilities & Tasks:

- Performs other duties as assigned by supervisor or Director.

Knowledge, Competencies & Technical Skills:

- Requires courtesy, discretion and sound judgement when interacting with the public.
- Ability to establish and maintain a cooperative working relationship with others.
- Ability to use lawn mower, weed eater and other miscellaneous maintenance tools.
- Ability to operate various heavy machines preferred. (Level 1)
- Familiarity with data management and work order software, email systems and general computer systems. (Level 1)
- Experience in road system repairs and maintenance. (Level 1)

Expected hours & Travel: Hourly position expected to work core hours of 7:00am - 3:00pm. Overtime/weekend work required on an as needed basis.

Required Education & Experience:

- High School Diploma or GED.
- Valid Virginia driver's license.
- Ability to communicate with the public using courtesy, discretion and sound judgment.
- VDOT Basic Flagger/Traffic Safety Certificate must be obtained and maintained.
- VDOT Intermediate Traffic Safety Certificate preferred. (Level 1)

Work environment:

- While performing the duties of this job, the employee is required is subject to inside and outside environmental conditions, extreme cold, heat, hazards, atmospheric conditions and oils.
- Small team atmosphere allows for cross training, promotion from within and diverse opportunities.

AAP/EEO Statement: *This position description provides a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of this position.*

The Town follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The Town will not discriminate on the basis of disability in its hiring and employment practices and will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the Town's business. Persons with disabilities are encouraged to contact the Director of Human Resources (at 315 Douglas Ave. Colonial Beach, VA, 22443) when accommodations and job modifications may be necessary.

Non-Discrimination in Employment

The Town does not discriminate in employment on the basis of race, color, religion, sex, pregnancy, national origin, political affiliation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors.

Duties and Responsibilities may change: *This position description is subject to change at any time as the needs of the Town change. Nothing set forth herein restricts the Town's right to assign or reassign duties and responsibilities to this position at any time with or without notice.*