



<b>Job title</b>	<b>Streets Utility Technician</b>
<b>Department</b>	<i>Streets &amp; Drainage</i>
<b>Reports to</b>	Street Supervisor

### Job purpose

**Performs entry-level labor to assist in maintaining and constructing Town infrastructure, including mowing and maintaining the Town right of way, roads, parks, and storm drain systems. Applicants must be willing to work as a laborer in trenches, read and cut on/cut off utility meters, provide labor for asphalt paving operations, perform heavy physical labor, and other similar tasks. The technician will also be assigned to assist the parks department and help with facility maintenance including cleaning restrooms and emptying trash bins located on Town property. The technician will work under the direction of the Street Supervisor but will be assigned to provide support to the Streets & Drainage Crew Chief. The position is full-time with full Town of Havana benefits, including excellent health insurance, state retirement, paid vacation, sick leave, and holidays.**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Qualifications

Prefer one year of related experience in public works maintenance, equipment operations, truck driving or manual labor and must have high school diploma or GED. Must have a valid state driver's license and meet minimum driving standards. Must have or be willing to obtain Commercial Drivers License within 24 months of employment start date.

Knowledge of:

- Construction and operation of storm drain systems.
- Various types of pipe
- Grounds maintenance including the use of all maintenance equipment
- Safety practices, procedures and equipment used

Skill in:

- Operates dump trucks, front-end loaders, and flat bed trucks to perform required hauling and unloading of equipment and material, as necessary.
- Ability to operate a street sweeper is preferred but not required.

Ability to:

- Read simple sentences or instructions; write simple sentences; speak simple sentences using basic grammar.
- Work emergency duty during non-scheduled work hours
- The employee must be willing to work non-standard and overtime hours as required.
- Must be available to work as essential personnel during weather activations.
- Distinguish between different shades of color

### Working conditions

While performing the duties of this job, the employee may be exposed to extreme heat and/or cold, wet or humid conditions, bright and/or dim light, dust or pollen, intense noise levels, vibration, fumes or noxious odors. All required safety standards shall be adhered to in order to mitigate risk from moving mechanical parts, electrical shock, heights, blood-borne pathogens, traffic, animals and wildlife, toxic or caustic chemicals, and other identified hazards.



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### **Physical requirements**

This position requires frequent standing, kneeling, bending and climbing. The employee must be able to use hands to operate and manipulate tools and equipment. This position requires very heavy physical exertion including the ability to lift over 50 pounds and exert over 100 pounds of force on a regular basis. Must be able to frequently operate mowers, weed eaters, blowers, and wood chipper. Meter reading requires the ability to walk significant distances in all types of weather.

The employee must be willing to work non-standard and overtime hours as required.

The position requires normal visual acuity and field of vision, hearing, and depth perception.

### **EEO Statement & Drug Free Workplace**

TOWN OF HAVANA is drug-free, equal opportunity employer. It is TOWN OF HAVANA's intent to maintain a work environment which is free from harassment, discrimination, or retaliation because of age, race, gender, color, national origin, religion, sex, sexual orientation, pregnancy, physical or mental disability, genetic information, gender identity, veteran status, military service, or any other status protected by federal, state or local laws.

### **Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required. Employees shall perform all other duties as required. All employees are subject to a minimum six-month probationary period.

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*The Town of Havana makes available to employees training opportunities, at the Town's cost, that allow employees to gain skills and experience, and become more effective and capable at their jobs. These training opportunities are provided by Town of Havana, for the benefit of Town of Havana and its employees. As such, employees who participate in the training opportunities offered by Town of Havana will be obligated to remain employed with Town of Havana for a minimum of two (2) years after completion of the town-paid training opportunity attended. Employees who voluntarily resign or terminate employment for any reason, prior to the expiration of the two (2) year period, shall repay Town of Havana for 100% of the costs to Town of Havana for all training opportunities attended within such two (2) year period. Any balance due at time of resignation will be automatically withheld and deducted from the employee's final payroll check, subject to applicable wage and hour laws.*

*I fully understand the contents of this job description and have had the opportunity to ask questions regarding the required job duties, working conditions, and physical demands of this position. I understand that this job description is not a contract of employment and does not in any way alter the "at-will" nature of employment with TOWN OF HAVANA*

Employee's Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_