



Town of Ponder Job Description

TITLE	Technician		
REPORTS TO	Public Works Superintendent	PAY RANGE	\$18.27 - \$21.15 per hour
DEPARTMENT	Public Works	FSLA	Non-Exempt
DATE	5/11/2026	JOB FAMILY	Public Works

GENERAL PURPOSE:

The Public Works Technician – Streets, Parks, and Facilities Division performs a variety of skilled and semi-skilled maintenance, repair, and construction tasks in support of public infrastructure, including streets, parks, and municipal facilities. This position helps ensure safe, clean, and functional public spaces for the community. This position reports directly to the Public Works Superintendent.

PRIMARY DUTIES & RESPONSIBILITIES

- Parks Maintenance
 - Mow, trim, and edge lawns and green spaces
 - Maintain playgrounds, picnic areas, trails, and athletic fields
 - Plant, water, and care for trees, shrubs, and flowers
 - Inspect Park equipment and structures for safety hazards
 - Empty trash receptacles and maintain cleanliness
 - Clean and maintain bathroom facilities
- Streets & Right-of-Way Maintenance
 - Perform roadside mowing, brush clearing, and debris removal
 - Repair potholes, cracks, and street surfaces using asphalt, concrete, and other materials
 - Maintain street signs, striping, and traffic control devices
 - Clean and maintain storm drains, ditches, and culverts
 - Assist with traffic control during roadwork and emergencies
- Facilities Maintenance
 - Perform basic building maintenance including plumbing, electrical, carpentry, and painting
 - Maintain HVAC systems (filter changes, basic troubleshooting)
 - Maintain public buildings, restrooms, and common areas
 - Assist with facility setup for events and community activities



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➤ General Duties

- Assist other Public Works divisions and Town departments as needed
- Subject to recurring on-call duties after hours, weekends, and holidays
- Operate and maintain tools, equipment, and vehicles such as mowers, trucks, tractors, and hand tools
- Perform routine inspections and preventative maintenance
- Respond to emergency situations (e.g., storms, flooding, road hazards)
- Follow safety procedures and use personal protective equipment (PPE)
- Maintain work logs, reports, and inventory of materials
- Other duties as assigned

MINIMUM QUALIFICATIONS

➤ Education & Experience

- High school diploma or GED
- Ability to operate light to medium-duty equipment
- Ability to work outdoors in varying weather conditions

➤ **Knowledge, Skills & Abilities**

- Basic knowledge of tools, equipment, and materials used in public works maintenance
- Ability to follow instructions and work independently or as part of a team
- Strong work ethic and reliability
- Good communication skills
- Ability to perform physically demanding work (lifting, bending, standing for extended periods)

CERTIFICATIONS & REQUIREMENTS

- Valid driver's license
- First Aid/CPR certification (or ability to obtain)
- Ability to obtain relevant licenses or certifications as required

WORKING CONDITIONS

- Primarily outdoors in varying weather conditions
- Frequent standing, walking, lifting, and equipment operation



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- On-call availability for emergencies, weekends, or after-hours work as needed
- Physically demanding work including lifting up to 50–75 lbs

BENEFITS

- Health, dental, and vision insurance
- Retirement plan
- Paid time off and holidays
- Training and advancement opportunities

This job description is intended to describe the general nature and level of work performed and is not an exhaustive list of all duties. Responsibilities may change as operational needs require.

Employee Signature:	Date:
Supervisor Signature:	Date:
Director Signature:	Date: