



251117 Job Description – Public Works Technician

Job Type: Full-Time

Min Experience: 1-2 Years

Required Travel: 0-10%

Job Function: Public Works

Salary: DOQ

Min Education: High School Diploma/GED

Salary Type: Annual Salary (DOQ)

Job Summary:

Under the supervision of the Public Works Director, this position is responsible for performing routine maintenance and operational tasks related to streets, city facilities and property, parks, drainage systems, and water and wastewater systems.

Principal Duties and Responsibilities:

The following duties are NOT intended to serve as a comprehensive list of all duties performed, but only a representative summary of the primary duties and responsibilities. All employees must be available to work a flexible schedule, including weekends and holidays, as part of the on-call rotation. The employee's duties include, but are not limited to:

- Performing services related to water and wastewater systems
- Installing, maintaining, and reading meters
- Understanding the functionality of Kirby water and wastewater systems.
- Conducting street repairs, mowing, and managing facilities and equipment
- Establishing and maintaining effective working relationships with the public, co-workers, and City Officials through excellent customer service and communication.
- Following both oral and written instructions
- Participating in the on-call rotation, including nights and weekends as scheduled
- Perform additional duties as assigned.

Physical and Environmental Conditions:

Work performed primarily in an indoor/outdoor extreme temperature environment including hot and cold weather. Walking, standing, lifting and carrying. May occasionally lift or move objects up to 80 pounds. May be required to occasional attendance at evening meetings or special events.

Minimum Qualifications Include:

- High School Diploma or equivalent;
- Must have Valid Texas Driver's License;
- Obtain or have valid Class D Water License within 1 year and be able to obtain a Class C Water License within 3 years;
- Successfully complete background check, pre-employment medical/physical test(s).

The City of Kirby is an Equal Opportunity Employer of Qualified Individuals. A City of Kirby application is required. Resumes are considered additional information, and accepted with a completed City application. Applications may be submitted online, in person at Kirby City Hall, 112 Bauman Street or through the Texas Municipal League website at www.tml.org.