



## **Town of Howey-in-the-Hills Job Description**

Title: **Field Technician**  
Department: **Public Works**  
Type: **Full-Time / Non-Exempt**  
Reports to: **Public Works Director**  
Compensation: **\$13.00 - \$15.00 / Hourly - DOQ**

### **General Description:**

This position maintains streets and parks, manual labor tasks, maintenance work and other work as required.

### **Primary Responsibilities:**

- Performs repairs to streets and signs
- Drives, loads, and unloads trucks
- Spreads sand, gravel, and dirt
- Mows and trims grass on all Town owned property
- Tree trimming, Landscaping, Irrigation installation and repairs on all Town owned property
- Washes and cleans vehicles, tools, and equipment
- Carries or holds materials, supplies, or tools to assist operations and/or maintenance personnel
- Follows Town policies and procedures
- Follows all established safety policies and uses safety equipment properly at all times
- Completes other tasks assigned by the Public Works Director or designee

### **Special Skills, Knowledge, or Abilities:**

- Works efficiently and effectively to complete work in a timely manner with a minimum of supervision
- Understands verbal and written instructions and communicates effectively both verbally and in writing
- Operating various pieces of equipment to include but not limited to lawn mowers, edgers, blowers, chainsaws, light, medium, and heavy equipment
- Works harmoniously with others
- Provides a favorable impression and deals courteously with the public

### **Essential Physical Skills:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Walking and standing for extended periods of time
- Bending, stooping, and kneeling for extended periods of time
- Sitting for extended periods of time
- Reaching, grasping and repetitive motions



- Lifting and carrying 50 pounds and over

*The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein.*

#### **Environmental Conditions:**

Ability to work inside and outside in adverse weather conditions including but not limited to heat, rain, cold and emergency weather conditions.

#### **Key Competencies:**

Integrity, initiative, judgment, attention to detail, and interpersonal skills. Work is performed under general supervision of the Public Works Director. Performance is reviewed through reports, periodic internal and external audits, conferences, and an annual performance appraisal review.

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This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment. The Town of Howey-in-the-Hills Town Council reserves the right to update and/or change this job description at will.

The Town of Howey-in-the-Hills is a Drug-Free Workplace, Smoke-Free Workplace, and EOE.

The Town of Howey-in-the-Hills is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Howey-in-the-Hills will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9. E-Verify Works for Everyone For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.



Employee Signature and Date:

I, \_\_\_\_\_, acknowledge and have reviewed this job description.  
*(Employee's Name – PRINT Name)*

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

\_\_\_\_\_ Date: \_\_\_\_\_  
Employee's Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor's Signature