

City of Dunedin, Florida
Class Description

Position Title: Public Services Field Technician
Public Works Department
Public Services Division

GENERAL STATEMENT OF JOB

Responsible technical support for investigating work requests, determining scope of work and priority, assessing condition of assets and field conditions, creating of work orders, scheduling work, assesses quality of work and coordinates communications with stakeholders. Performs thorough inspections and responsible technical work involving the scheduling of Public Services maintenance work and assists in the determination and coordination of material, equipment, labor needs, and availability for each project; may train employees in measuring techniques and in recording of red-line data and coordination of data collected for permanent record in the G.I.S.; prioritizes and schedules planned and unplanned Public Services maintenance and repair projects; coordinates and contacts maintenance supervisors in determining project timetables, equipment requirements and availability, and labor utilization, and to ensure accuracy of verified and accurate records. Report to the Public Services Manager

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Conducts initial field investigation of citizen requests, assesses the situation, inputs data into work order system, and escalates into an emergency when needed using the Work Activity/Task Guideline and the condition assessment documents.

Prioritizes, assigns, and schedules work projects involving the maintenance, repair and construction of stormwater and streets projects, both proactive and reactive.

Develops a two-week work schedule, monitors the status of the work, and participates in work planning, meetings, and discussions on a monthly basis.

Ensures that changes made to public works systems are accurately measured and recorded in the Geographic Information Systems (GIS), Stormwater Atlas, and MaintStar Work Management system.

Coordinates with engineering and other involved departments to ensure field and as-built information matches with GIS data.

Assists in coordinating material, equipment needs, and availability for individual work orders.

Using Activity Guidelines and field conditions, prioritizes, and estimates labor, equipment, materials, and time required to complete projects and tasks, and places on the schedule accordingly.

Maintains and monitors comprehensive records of work orders, scheduled project completion dates, work progress, and any anticipated delays, and adjusts dates to reflect current status; may supervise subordinate personnel.

Provides quality control checks/inspections on completed work (inhouse and contract).

Follows up on customer requests with status updates and final completion correspondence, before work orders are submitted for closure in the City's MaintStar software system.

Performs information processing related duties including using work management systems or programs, Microsoft Office such as Microsoft Word and Microsoft Excel, data entry and retrieval.

May train employees in measuring techniques and in recording of red-line data and coordination of data collected for permanent record in the City's MaintStar software system in G.I.S., and the use of iPad.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent and three (3) years of experience in public works construction, maintenance, or major repair; or completion of a two-year vocational and training certification/diploma in a related field and one (1) year experience as described above.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

FSA Stormwater certification and/or APWA Certified Infrastructure Inspector certification is desirable

Requires proficiency in Microsoft Office Suite.

Experience in working with maintenance management systems in highly desirable.

Must possess a valid Florida Class "B" CDL license.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Public Services Field Technician. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position and capable of overseeing assigned subordinates. Has knowledge and advanced skill in various trades. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is skilled in applying attention to detail in preparing records and reports. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to make data driven decisions and also arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or composition aligns with or deviates from standards, procedures or routines.

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Is able to provide leadership and supervision as required. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of the methods, equipment, tools and materials of the Public Works Department. Requires the ability to use, operate and/or handle equipment such as a computer, IPAD, calculator, copier, recording equipment, telephone and City 800 MHz two-way radio system.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Has the ability to read, write, speak and understand the English language.

Mathematical Aptitude: Has knowledge of mathematics. Requires the ability to perform addition, subtraction, multiplication, and division, to calculate decimals and percentages, utilize geometry.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Has the ability to plan, organize and prioritize daily assignments and work activities.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

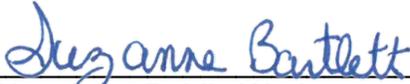
ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-30 pounds) occasionally up to 50 lbs. Some tasks require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Some tasks may require exposure to smoke/dusts/pollen, fumes, odors, wetness/humidity, electric currents, disease/pathogens, harsh cleaning agents, toxic/poisonous agents, vibrations, machinery hazards, noise extremes, bright/dim light.

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



Director of Public Works

August 18, 2025

Date