

**VACANT POSITION**  
**DEPARTMENT: PUBLIC WORKS**  
**OBTAIN APPLICATION: <http://spaldingcounty.com/careers>**  
**SUBMIT APPLICATION, PROOF OF EDUCATION**  
**TO: [employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E Solomon St, HR Office**  
**CLOSING DATE: Position will remain open until filled.**

Job Title: Public Works Maintenance Technician (Position #3626)  
Salary: Pay Grade 7, Hiring Rate: \$38,584  
Provisions of Personnel Ordinance for promotion/demotion/transfer  
Work Schedule: 7:30 am - 3:30 pm; Monday-Friday.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** High School diploma or state-awarded GED and training and experience which provides the requisite knowledge, skills and abilities for this position. Must possess and maintain a valid Georgia driver's license.

**GENERAL STATEMENT OF JOB:** Under general direction performs hand work and operates light equipment for the repair and maintenance of County streets, roads and bridges and related areas. Performs repair and maintenance activities related to roads and public works projects and tasks including operating medium duty trucks. Reports to the Public Works Lead, Supervisor or their designee. Overtime required during emergencies, project completion or during designated on-call duty.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate light equipment including, but not limited to, farm tractors and bush hogs, shovels, picks, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to thirty pounds frequently. Physical demand requirements are at the levels of those for active work. Must be able to lift and/or carry weights of forty to sixty pounds.

**ESSENTIAL JOB FUNCTIONS:**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Performs streets, roads and bridges repairs and maintenance activities; ensures compliance with established policies and full utilization of personnel, materials, and facilities with concern for quality, safety and efficiency.

Utilizes/operates various pieces of light and equipment as required in the maintenance and repair of streets, grounds and related structures such as tractors with bush hog, chain saws, etc.

Performs a variety of street maintenance and repair duties including repairing potholes, cutting right of way, digging drain ditches, installing concrete storm drains, building and clearing catch basins, constructing sidewalks, repairing potholes, spreading gravel, removing snow, etc.

Performs maintenance of vehicles by keeping track of fluids, oils, lights, etc. and turning vehicles in to the Shop for repairs.

Oversee the installation of street signs and traffic lights as prescribed by the Department of Transportation (DOT) and County regulations.

Installs street signs and traffic lights as prescribed by the Department of Transportation (DOT) and County regulations.

Ensures that working signs and warning zones are put up daily as required.

Ensures that light poles, warning zones, and parking/street lines are painted as needed.

Performs other duties as required such as delivering supplies, maintaining equipment, cleaning streets and other areas, removing snow, etc.

Keeps Departmental vehicles clean, as needed.

Ensures that all workplace and work zone safety practices are utilized.

Carries out on-call and other related duties as scheduled.

Records work and vehicle/equipment maintenance in work order system via mobile or desktop device.

June 3, 2025  
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