Public Works Technician

City of Arcade | Jefferson, Georgia

IMPORTANT APPLICATION INFORMATION: Submitting your resume through Indeed does NOT constitute a formal application for employment. Indeed only forwards a copy of your resume to us. Anyone interested in this position must visit Arcade City Hall and complete an official City employment application. Please see the application instructions at the bottom of this posting.

Job Location:

City of Arcade
3325 Athens Hwy
Jefferson, GA 30549

Position Overview

The City of Arcade is seeking a dependable and hardworking individual to join our Public Works team as a Public Works Technician. This position is responsible for a variety of municipal maintenance and repair tasks involving city streets, sidewalks, drainage infrastructure, buildings, parks, and other public areas.

The successful candidate will assist with daily maintenance operations, operate various types of equipment, respond to citizen requests, and help maintain the safety, appearance, and functionality of City-owned property and infrastructure. This role also involves responding to emergency situations and assisting with special projects and community events.

Primary Responsibilities

Street, Sidewalk & Infrastructure Maintenance

- Perform routine maintenance and repairs to city streets, sidewalks, curbs, shoulders, crosswalks, and public rights-of-way.
- Assist with roadway improvements, asphalt patching, concrete work, gravel placement, grading, and drainage repairs.
- Maintain storm drains, ditches, culverts, and other drainage structures.
- Install, replace, and repair road signs, pavement markings, and traffic control equipment.
- Assist with construction and improvement projects involving public infrastructure.

Equipment & Vehicle Operation

- Operate City vehicles and heavy equipment, including dump trucks, backhoes, tractors, bush hogs, mowers, and other maintenance machinery.
- Utilize a variety of hand and power tools, such as chainsaws, weed eaters, leaf blowers, limb saws, shovels, and rakes.
- Use pesticide and herbicide application equipment as assigned.

- Ensure equipment and tools are operated safely and appropriately.

Equipment Care & Preventive Maintenance

- Perform regular inspections and basic upkeep of vehicles, machinery, tools, and equipment.
- Complete routine maintenance such as cleaning, washing, lubrication, fluid checks, and minor repairs.
- Help keep departmental vehicles, equipment, and buildings clean, safe, and in working order.

Building, Park & Grounds Maintenance

- Assist with maintenance and repairs to City buildings, parks, facilities, and other public spaces.
- Perform general repairs involving painting, carpentry, minor plumbing, minor electrical work, roofing, fencing, and pressure washing.
- Maintain outdoor areas through mowing, edging, trimming, weed control, landscaping, brush removal, and flower bed maintenance.
- Apply fertilizers, herbicides, and insecticides when assigned and in accordance with applicable procedures.
- Complete general cleaning duties, including sweeping, mopping, restroom cleaning, trash removal, and pressure washing.
- Collect and transport litter, leaves, limbs, refuse, and recyclable materials to appropriate disposal facilities.

General Public Works Operations

- Load, unload, move, and distribute materials such as dirt, gravel, stone, asphalt, and concrete.
- Remove debris, fallen limbs, dead animals, and other obstructions from public roadways and City properties.
- Respond to maintenance requests and assist with resolving issues affecting public areas.
- Provide traffic direction and flagging support during maintenance, construction, and emergency operations.
- Respond to weather-related incidents, roadway concerns, and other emergencies, including after-hours situations when needed.

Team Coordination & Additional Responsibilities

- Provide direction and assistance to temporary employees, assigned personnel, inmates, or contractors when requested.

- Help coordinate daily maintenance activities and assigned projects.
- Participate in City-sponsored events and community activities as needed.
- Follow established safety practices, departmental procedures, and applicable regulations.
- Complete other duties and special assignments as directed.

Work Environment & Physical Requirements

This is an active, hands-on position that requires working outdoors in a variety of weather conditions. Duties may involve extended periods of standing, walking, bending, lifting, climbing, and operating equipment.

Employees must be willing to work occasional evenings, weekends, holidays, and after-hours emergency callouts. Availability for on-call assignments is required when necessary.

Employment Details

- Employment Type: Full-Time
- Hours: 40 hours per week
- Regular Schedule: Monday – Friday, 8:00 AM – 4:30 PM
- Hourly Pay: $18.00 – $22.00, based on qualifications and experience
- Work Setting: In Person

HOW TO APPLY

Interested applicants must complete an official City of Arcade employment application in person.

Applications are available at:

Arcade City Hall
3325 Athens Hwy
Jefferson, GA 30549

Office Hours:
Monday – Friday
8:00 AM – 4:30 PM

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Pay: From $18.00 per hour

Expected hours: 40.0 per week

Benefits:

- Dental insurance
- Health insurance

- Life insurance
- On-the-job training
- Paid time off
- Retirement plan
- Vision insurance

Work Location: In person