

Date posted: June 15, 2026

Job Title: Public Works Technician

Location: City of Arcade

3325 Athens Hwy

Jefferson, GA 30549

Position Summary

Performs maintenance and repair of city streets, sidewalks, drainage systems, and public facilities. Responds to service requests and emergencies, ensuring safety through traffic control and field operations. Operates and maintains equipment and tools, performs groundskeeping and facility upkeep, and assists with debris removal and material handling.

Essential Job Duties and Responsibilities

- 1. Respond to Emergencies and Public Safety Needs**
 - Respond to citizen concerns, service requests, and emergency situations, including after-hours callouts for storms, roadways, and other municipal emergencies.
 - Direct and control traffic at work sites and perform flagging duties to ensure public and employee safety.
 - Follow all safety procedures, regulations, and operating standards while performing assigned duties.
- 2. Maintain and Repair Public Infrastructure**
 - Perform maintenance, repair, and construction activities on city streets, sidewalks, curbs, road shoulders, crosswalks, drainage systems, storm drains, and rights-of-way.
 - Assist/Oversee asphalt, concrete, gravel, and earthwork projects, including road patching, roadway repairs, sidewalk repairs, and drainage improvements.
 - Install, repair, and maintain street signs, traffic control devices, roadway markings, and other public infrastructure.
- 3. Operating Equipment and Vehicles**
 - Safely operate and maintain a variety of equipment and vehicles, including backhoes, dump trucks, tractors, bush hogs, mowers, and other construction and maintenance equipment.
 - Operate hand and power tools, including chainsaws, weed eaters, leaf blowers, limb saws, shovels, rakes, and pesticide/herbicide applicators.
- 4. Perform Preventive Maintenance**
 - Conduct routine inspections and preventive maintenance on equipment, vehicles, tools, and facilities, including washing, lubricating, checking fluid levels, and making minor repairs.

- Assist in maintaining departmental buildings, equipment, and fleet vehicles in a safe and operational condition.
- 5. Maintain City Facilities and Grounds**
 - Maintain city buildings, facilities, parks, and grounds through painting, carpentry, minor plumbing, minor electrical repairs, roof repairs, fence repairs, pressure washing, and general upkeep.
 - Perform ground maintenance activities, including mowing, edging, weed eating, trimming hedges, removing brush and tree limbs, maintaining flower beds, landscaping, and applying fertilizers, herbicides, and insecticides as directed.
 - Performs cleaning tasks in assigned areas such as sweeping, mopping, emptying trash receptacles, cleaning bathrooms, pressure washing, picking up trash/debris or hauling refuse and recycling material to landfill.
- 6. Performing General Public Works Maintenance**
 - Load, unload, transport, and distribute construction and maintenance materials, including dirt, stone, gravel, asphalt, and concrete.
 - Remove litter, debris, leaves, limbs, refuse, and dead animals from city streets, right-of-way, and public properties.
- 7. Coordinate Work Activities**
 - Coordinate and oversee the work of assigned personnel, temporary workers, detainees, or contractors as directed.
- 8. Other Duties**
 - Required to attend and assist in City Events and Activities.
 - Perform other related duties as assigned.

Working Conditions

- Work is performed outdoors in varying weather conditions and may require lifting, bending, climbing, standing, and operating equipment for extended periods.
- Position may require after-hours, weekend, holiday, and emergency response work.
- Must be available for on-call assignments as required.

Schedule:

Full Time - 40 hours per week.

Monday – Friday 8:00 am – 4:30 pm

Pay:

\$18.00 to \$22.00 per hour, depending on experience.

To Apply:

Come by the Arcade City Hall and fill out an Application Packet.

Monday - Friday

8:00 AM - 4:30 PM