

PUBLIC WORKS MAINTENANCE TECHNICIAN

HIRING RANGE - \$14.55 - \$23.27 per hour

DRIVERS LICENSE CLASS B OR CDL WILL PUT YOU ON THE UPPER END OF HIRING RANGE

This position comes with paid medical, dental, and vision insurance, employee assistance program, 11 paid holidays, vacation, and sick time.

GENERAL STATEMENT OF DUTIES:

Performs routine manual labor in maintaining the town's streets, water and wastewater lines and pipes, streets, or other town structures, facilities and grounds. Performs light to heavy manual labor work in the reading of meters, mowing, painting, repairs, collection and disposal of yard waste, and refuse from residences and businesses. Ideal candidates would have a NC Drivers License Class B or CDL to be able to drive the Towns Leaf Truck and at times Grapple Truck.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class performs routine manual work in providing safe and attractive structures, facilities, and grounds for use by town residents. Work includes general landscaping, digging, equipment maintenance, patching pipes and pavement, driving a town truck, loading and unloading crew supplies, directing traffic, and other labor-intensive tasks. Work also includes helping the water and sewer department with tasks as needed. This position will be on call 1 week out of a month. On Call compensation is provided. Assigned duties may also include collecting municipal garbage, yard waste, and refuse from residences and businesses. Work occurs in all weather conditions and may including working holidays and working overtime. Work is supervised by a public works crew leader or department director and is evaluated for efficiency and work completion according to department and community standards of assigned routes.

This employee must exercise some independence as the employee travels between assigned worksites, and completes assigned work at each site. Work is evaluated for safety, operation, and overall appearance of town structures, and is checked daily by visual inspection and feedback from patrons.

ILLUSTRATIVE EXAMPLES OF WORK:

- Operate Leaf Truck - Requires Class B Drivers License
- Operate Grapple Truck - Requires CDL License
- Routine vehicle and equipment maintenance (Oil changes, grease of machines, tire rotations)
- Drives dump truck to and from worksite hauling debris, mud, and materials used for backfill

- Performs general landscaping work including mowing with riding and push mowers, trimming and pruning trees and shrubs and edging sidewalks when needed
- Works along an assigned route picking up yard waste, and loose junk goods
- Participates in routine cleaning of vehicles, including interior and exterior
- Delivers notices to town residents and businesses concerning the town's sanitation division
- Spray for weeds as needed
- On Call for streets and minor water and sewer items one week and weekend a month (extra pay for on call)
- Building maintenance, general repairs, painting, relocating furniture and equipment
- Assists in the repair of water and wastewater pipe breaks
- Other general maintenance duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of manual labor and maintenance work performed by a municipality
- Ability understand and follow oral or written instructions given by a supervisor
- Ability to perform manual labor tasks such as seeding, disbursing straw, fertilizing, mowing, shoveling, raking, and erecting proper signage to denote crews,
- Ability operate a mower, tractor, dump truck, leaf blower, weed eater, and other maintenance equipment
- Ability to identify and report maintenance needs or safety issues to a supervisor
- Some knowledge of truck operation and maintenance
- Ability to read and record numbers accurately
- Some knowledge of geographical location of town streets
- Physical ability to walk and stand for long periods of time
- Physical ability to perform duties in heavy traffic and under adverse weather conditions
- Ability to work as part of a team in a variety of weather conditions

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Physical requirements - work in this class is very heavy work requiring exertion of more than 100 pounds of force occasionally, and/or more than 50 pounds of force frequently, and/or more than 20 pounds of force constantly to move objects. Employee must have the visual acuity to prepare and analyze data and figures, perform extensive reading, conduct visual inspection of small defects or parts, operate machinery, using measurement devices, and assembling parts.

Working conditions - inside and outside environmental conditions, including extreme heat and extreme cold. Employee is subject to hazards including physical conditions with proximity to moving mechanical parts, electrical current, exposure to chemicals, noise, and atmospheric conditions and is required to wear a respirator for certain activities. Employee is frequently exposed to work in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, water lines, and other areas which could cause claustrophobia and is required to function in narrow aisles or passage ways.

EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalency and some experience in the maintenance of buildings and grounds is desired; or prior experience working in street maintenance and/or distribution/collection systems.

Special Requirement:

NC Driver's License

NC Drivers License Class B or CDL will increase start pay for this position

Certificates will increase start pay which include Flagger, Pesticide or other related certifications based on tasks assigned

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town reserves the right to assign or otherwise modify the duties assigned to this classification.

March 2024