

PUBLIC SERVICES MAINTENANCE TECHNICIAN I

GENERAL STATEMENT OF DUTIES

Performs routine manual labor in maintaining the town's streets, water and wastewater lines and pipes, or other town structures, facilities and grounds.

ORGANIZATIONAL INFORMATION

Salary grade: 5. Exercises no supervision. Generally scheduled between the hours of 7AM-6PM, Tuesday-Friday. Hours may vary due to emergency response issues. Reports directly to Public Services Superintendent.

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 occurs in all weather conditions and may include working holidays and working overtime. Work is performed under the immediate on-site direction of a lead worker and under the regular supervision of the Public Services Superintendent.

This employee must exercise some independence as the employee travels between assigned worksites and completes assigned work at each site. Work is distinguished from the Public Works Maintenance Technician II classification by the type of work assignments and the level of knowledge and experience required at the Technician II level. Work is evaluated for safety, operation, and overall appearance of town structures, and is checked daily by visual inspection and feedback from citizens.

ILLUSTRATIVE EXAMPLES OF WORK

- Performs general landscaping work including mowing with riding and push mowers, trimming and pruning trees and shrubs, and cutting down trees
- Paints fire hydrants.
- Picks up trash and debris in and along roadway.
- Uses flushing equipment to remove sewer line blockages.
- Reads water meters and sewer pump meters and records readings.
- Digs holes and trenches, assists with a placement of posts and pipes for the installation of water distribution, sewer collection and irrigation systems.
- Repairs and performs maintenance on pumps, valves and water and sewer lines.
- May operate a tractor, water pump, pick-up truck or other heavier equipment if appropriately licensed.
- Replaces or repairs road directional and traffic signs.
- Digs, patches, and backfills pavement or grounds using shovels, dump trucks, jackhammers, and tamps; assists in the repair of water and wastewater line breaks.
- Drives dump truck to and from worksite hauling debris, mud, and materials used for backfilling.
- Shovels snow from sidewalks and pavements and spreads ice melting materials to prevent slippage.
- Filling in on sanitation crews as needed.
- Other general maintenance duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of manual labor and maintenance work performed by a municipality.
- General knowledge of the policies and procedures to be followed in carrying out assignments.
- 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, tamp, jackhammer, and other maintenance equipment.
- Ability to identify and report maintenance needs or safety issues to a supervisor or foreman.
- 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.

DESCRIPTION OF PHYSICAL EXERTION AND WORKING CONDITIONS

Heavy Work- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Employee is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned food services, or to make general observations of facilities or structures and surrounding including traffic.

Employee is subject to extreme cold: Temperatures typically below 32 degrees for periods of more than one hour. Employee is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour. Employee is subject to noise: There is sufficient noise to cause Employee to shout to be heard above the ambient noise level. Employee is subject to vibration: Exposure to oscillating movements of the extremities or whole body. Employee is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles and electrical current. Employee is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases or poor ventilation. Employee may be subject to oils: There is air and/or skin exposure to oils and other cutting fluids. Employee frequently is in close quarters, crawl spaces, shafts, manholes, small sewage and water line pipes and other areas, which could cause claustrophobia. Employee is required to function in narrow aisles or passageways. Employee may be exposed to infectious diseases.

EDUCATION AND EXPERIENCE

Minimum requirements: Graduation from a high school or GED program with any combination of experience necessary to meet the basic requirements of the knowledge, skills and abilities section. Preferred: Graduation from a high school or GED program, supplemented with coursework in equipment maintenance or other similar skilled trade, and one (1) year of experience in a municipal public services department or with a utility maintenance contractor. Or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS

- North Carolina Driver's license – Class “C” is required.
- Must be available to be “on-call” for emergency response.

FLSA Status: Non – Exempt

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.

Updated May 2018

PUBLIC SERVICES MAINTENANCE TECHNICIAN II

GENERAL STATEMENT OF DUTIES

Performs skilled manual labor in maintaining the town's streets, water and wastewater lines and pipes, or other town structures, facilities and grounds. May operate equipment such as garbage truck, loader, skid steer, or similar equipment;

ORGANIZATIONAL INFORMATION

Salary grade: 7. Exercises no supervision. Generally scheduled between the hours of 7AM-4PM, Monday-Friday. Hours may vary due to emergency response issues. Reports directly to Public Services Superintendent.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs skilled 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 occurs in all weather conditions and may include working holidays and working overtime. Work is performed under the immediate on-site direction of a lead worker and under the regular supervision of the Public Services Superintendent.

This employee must exercise some independence as the employee travels between assigned worksites and completes assigned work at each site. Work is distinguished from the Public Works Maintenance Technician I classification by the type of work assignments and the level of knowledge and experience required at the Technician II level. 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

- Performs general landscaping work including mowing with riding and push mowers, trimming and pruning trees and shrubs, and removing trees.
- Paints fire hydrants.
- Picks up trash and debris in and along roadway.
- Uses flushing equipment to remove sewer line blockages.
- Reads water meters and sewer pump meter and records readings.
- Digs holes and trenches, assists with a placement of posts and pipes for the installation of water distribution, sewer collection and irrigation systems.
- Repairs and performs maintenance on pumps, valves and water and sewer lines.
- May operate a tractor, water pump, pick-up truck or other heavier equipment if appropriately licensed.
- Replaces or repairs road directional and traffic signs.
- Digs, patches, and backfills pavement or grounds using shovels, dump trucks, jackhammers, and tamps; assists in the repair of water and wastewater pipe breaks.
- Drives dump truck to and from worksite hauling debris, mud, and materials used for backfilling.
- Shovels snow from sidewalks and pavements and spreads ice melting materials to prevent slippage.
- Other general maintenance duties as assigned.
- May perform tasks related to special projects and building renovations, such as painting, installing doors, windows shelving, counters/countertops, simple electrical repairs, painting equipment and/or buildings and related tasks.

- Maintenance or replacement of water meters.
- May drives leaf truck and operates leaf vacuum for collection of curbside leaves.
- Checks vital working parts of the trucks; reports any maintenance needs to supervisor.
- Filling in on sanitation crews as needed.
- Performs other technical maintenance duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of manual labor and maintenance work performed by a municipality.
- General knowledge of the policies and procedures to be followed in carrying out assignments.
- 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, tamp, jackhammer, and other maintenance equipment.
- Ability to identify and report maintenance needs or safety issues to a supervisor or foreman.
- 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.
- Knowledge of traffic laws and regulations pertaining to heavy equipment operations.
- Knowledge of effective communication techniques sufficient to explain City policies and procedures.
- Ability to operate and perform preventive maintenance on various types of routine and heavy equipment.

DESCRIPTION OF PHYSICAL EXERTION AND WORKING CONDITIONS

Heavy Work- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Employee is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned food services, or to make general observations of facilities or structures and surrounding including traffic.

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EDUCATION AND EXPERIENCE

Minimum requirements: Graduation from a high school or GED program and two (2) years of experience performing preventative maintenance for facilities, utility lines, and/or street maintenance. Preferred: Graduation from a high school or GED program, supplemented with coursework in facility maintenance, carpentry, electrical/plumbing maintenance or other similar skilled trade, and one (1) year of experience in a municipal

public services department or with a utility maintenance contractor. Or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS

- North Carolina Commercial Driver’s License (CDL class B) is required within six (6) months of employment.
- Must be available to be “on-call” for emergency response.

FLSA Status: Non – Exempt

Disclaimer

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