

## **PUBLIC WORKS UTILITY MAINTENANCE**

### General Statement of Duties

Performs a variety of responsible unskilled, semi-skilled, and sometimes skilled maintenance, repair, and construction work on streets, buildings, grounds, drainage, water distribution and sewer collection system and other public facilities.

### Distinguishing Features of the Class

An employee in this class performs a variety of unskilled and semi-skilled labor tasks in the construction, maintenance, and repair of water distribution and sewer collection system, streets, buildings, grounds, drainage, and other facilities. Other tasks include meter reading, collecting and disposing of yard waste, snow removal, and various other related tasks. Work involves operating a variety of tools and light, and medium equipment to build, repair and replace sections of sewer line, asphalt repair, concrete repair, and other infrastructure. Employees are subject to working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Employees are also subject to working in or around sewers and manholes. Work around sewer subject's employees to the final OSHA standards on blood borne pathogens. Employees are also subject to on-call and call-back work. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

### Duties and Responsibilities

#### Essential Duties and Tasks

Performs semi-skilled trades work in the construction, replacement, maintenance and repair of water and sewer lines, meters, valves, and hydrants; operates sewer jet and construction equipment such as dump trucks, loaders, tampers, trenchers, air compression driven equipment, and other related light and medium equipment; performs preventive maintenance and minor repairs to equipment.

Performs water and sewer taps, exercises water valves and hydrants.

Makes regular inspections and performs maintenance and repair to water and sewer pumping stations.

Operates a variety of light, medium and heavy equipment including front end loaders, back hoes, dump trucks, street sweeper, sewer jet or rodding machine, chain saws, tractors, trenchers, etc.

Participates in reading water meters; keys readings into handheld computer.

Participates in residential garbage, appliance, furniture, and yard waste collection; collects furniture and appliances from residential curb sides; participates in leaf collection including operating leaf vacuum and dump truck; participates in removal and chipping limbs.

Participates in erection, maintenance, and repair of street signs.

Participates in mowing of street rights of way and other public grounds, parks and cemeteries.

Repairs, builds and cleans storm sewers, catch basins, driveway pipes and aprons.

Participates in mowing, mulching, planting, irrigating, and other landscape maintenance tasks.

Cleans buildings, paints, replaces light bulbs, arranges furniture, and performs other unskilled building maintenance and repair tasks.

Provides traffic flagging and control and ensures safe work zone when working around traffic.

Shovels or pushes snow with a dump truck.

Mows and cleans grounds and cleans buildings as necessary.

Participates in maintenance and repair of vehicles and equipment.

#### Additional Job Duties

Performs related tasks as required.

### Recruitment and Selection Guidelines

#### Knowledges, Skills, and Abilities

Working knowledge of tools, materials and equipment used in public works and utility construction and maintenance work.

Working knowledge of the occupational hazards and safety precautions of the work.

Working knowledge of municipal maintenance and construction practices including knowledge of asphalt, drainage, concrete and water and sewer line maintenance and repair.

Working knowledge of the maintenance and repair of water and sewer pumping stations.

Working knowledge of the maintenance and simple repairs for assigned vehicles and equipment.

Some knowledge of traffic laws, ordinances and regulations pertaining to operations of motorized equipment.

Ability to understand oral and written instructions.

Ability to establish and maintain effective working relationships with citizens, supervisors, and other employees.

Ability to read meters using handheld computers and perform data entry.

Ability to operate light to heavy construction and maintenance equipment with skill and safety.

Ability to prepare simple written records of work activities.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.

Must possess the visual acuity to operate mobile equipment such as the loader and dump truck in a safe manner.

#### Desirable Education and Experience

Graduation from high school and experience in semi-skilled maintenance or construction work preferably including water and sewer line construction and/or maintenance, or an equivalent combination of education and experience.

#### Special Requirements

Possession of a valid North Carolina driver's license.

Ability to obtain collection grade 1 or distribution C system certification within twelve months of employment.

#### Salary Range

\$31,501-\$39,501 depending on experience