



JOB TITLE: MAINTENANCE WORKER

General Responsibilities: serves at the pleasure of the Town Board. Performs highly responsible work in the day to day activities in keeping the Town safe and clean. Works directly under the supervision of the Maintenance Department Director.

Conditions of work: This employee is subject to working in inside and outside environments in extreme weather and in traffic in the streets. This employee is also subject to various hazards such as working with heavy equipment, loud noises, and working in narrow or enclosed spaces. This work involves light to strenuous physical activity including pulling, climbing, crawling, and other light to heavy physical work.

Essential Functions/Typical Tasks:

- ◆ Responsible for the upkeep of the Town Cemetery
- ◆ Help with location grave plots at Town Cemetery when needed.
- ◆ Assists with reading the Town water meters monthly for billing purposes.
- ◆ Helps to complete work orders given from Town Hall for water and sewer matters.
- ◆ Helps with heavy trash pickup.
- ◆ Ensures cleanliness of maintenance building and maintenance vehicles and equipment.
- ◆ Mows town right-of-way's. This includes the sewer right-of-way's.
- ◆ Informs Town Hall of anything that is seen that could be a violation of Town codes or safety issues.
- ◆ Helps with problems and repairs needed in the Town water and sewer lines.
- ◆ Assists with installation of water and sewer taps
- ◆ Assists with locating water and sewer lines for other utilities as needed
- ◆ Performs maintenance on Town fire hydrants
- ◆ Assists with snow removal on Town streets, at the Town's maintenance building, the Park and Town Hall.
- ◆ Helps with the upkeep of the Town Park. This includes watering, mowing, weeding, cleaning restrooms, emptying trashcans, planting trees and flowers, etc.
- ◆ Responsible for the upkeep of the fields and marking the soccer fields and baseball field when needed.
- ◆ May requisition materials and supplies for the Town Park.
- ◆ Performs a daily walk through of the Park to make sure everything is in order. This includes checking the playground equipment, shelters etc.
- ◆ Assists with maintenance in other departments as directed by the Maintenance Department Director.

- ◆ Be able to perform all work required including but not limited to lifting fifty (50) pounds occasionally and ten (10) pounds continually while adhering to OSHA regulations.
- ◆ Performs other duties as required.

Education: Graduation from an accredited high school or possess GED. Ability to read and write. Be willing to attend schools and seminars in areas that would benefit the town. Ability to pass state certification test/s.

Experience: minimum of two-year general maintenance experience.

Knowledge, skills and abilities: Knowledge of general practices applied in care and safe operation of equipment, which includes town truck, mowers, tractor, etc. Working knowledge of standard practices, materials, tools, and equipment utilized in the work environment. Knowledge of work hazards and applicable safety precautions associated with the area of work. Some knowledge of planting seasons. Ability to work under pressure. Ability to work well with others and the general public. Ability to withstand exposure to varied climatic conditions. Ability to respect public and personal property and handle it with care. Must be in good physical condition.

Special Requirements: Must possess a valid North Carolina Driver's License. Must be able to obtain license for pesticide operation during first year of employment. Must be willing to obtain water and wastewater certifications as needed or required by the Town. Be available to respond to any emergencies after hours.