

# TOWN OF PINETOPS

## JOB DESCRIPTION

**JOB TITLE:** General Maintenance Team Member  
**DEPARTMENT:** Public Works-Utility  
**REPORTS TO:** Public Works-Utilities Supervisor  
**PAY:** Based on qualifications and within range and budget

**GENERAL DESCRIPTION:** Performs routine and non-routine unskilled and semi-skilled, mostly manual, work in a wide variety of construction, repair, and maintenance assignments to maintain and operate all Town facilities, properties, and infrastructure. Work is often performed individually as well as working with a team of associates. Work also includes reading utility meters, responding to written work orders, filling out simple forms and other basic written needs, as well as basic public contact and interactions while working. Must possess a valid drivers' license and have a safe driving record. Must be able to pass a background check, physical, and pre-employment alcohol and drug test.

### **ESSENTIAL DUTIES**

(Not complete list; the intent is to serve as a well-rounded description of the primary and types of tasks required for the position.)

Perform construction, maintenance, repair, and clean up to all Town-owned property and public rights-of-way.

Performs a wide variety of semi-skilled tasks in the construction, maintenance and repair of Town roads, streets, sidewalks, and other infrastructure.

Works in and assists in all utility departments' maintenance and repairs, water, sewer, and electric.

Assists all Town departments as needed with maintenance, repairs, and other related needs.

On call 24/7 on occasion on rotating schedule.

Assists in water and sewer line repairs and maintenance.

Erects street signs and traffic signs; paints street markings; performs welding tasks when needed.

Assists in maintaining Town maintenance shop and storage rooms in an orderly fashion and in compliance with safety regulations.

Assists Supervisor and performs special maintenance projects, i.e., preventive maintenance of building components and/or mechanicals.

In weather emergencies, performs tasks such as removing downed trees and clearing debris and clean up services.

May assist in mechanical maintenance of town vehicles and machinery.

Assists in the preparation and cleanup of Town events such as parades, festivals, and the Town's famous annual tactor pull event.

Perform traffic control duties as needed following NC DOT guidelines.

Performs basic custodial work, painting, maintenance, and repair tasks.

Loads and unloads gravel, dirt, chemicals, and other materials, tools, and equipment.

Other related tasks as assigned/needed.

### **KNOWLEDGE, SKILLS, ABILITIES**

(Not necessarily complete list)

Knowledge, skills, and ability to perform responsibilities/roles listed in the Essential Duties section above.

Read, write and perform basic arithmetic/mathematical functions needed to perform the basic functions for the position.

Ability to understand and follow specific oral and written instructions.

Ability to prepare basic written records/reports of work activities and related.

Ability to perform manual labor for extended periods, often under unfavorable weather and other challenging conditions.

Ability and knowledge to operate tools and equipment safely and effectively.

Ability to work effectively with others and on solo assignments.

Ability and willingness to learn new tasks, skills, and obtain certifications as required.

Ability to interact with and establish and maintain effective working relationships with citizens, supervisors, and co-workers/team members, and to work in a highly publicly visible position. Ability to take criticism and respond in a professional, composed manner.

Ability to operate a variety of heavy equipment machinery commonly used in public works departments such as, but not limited to, dump truck, backhoe, loader, bucket truck, and excavator.

### **EDUCATION AND WORK EXPERIENCE:**

**Desired:** Graduation from high school or possession of GED and at least two (2) years' experience in semi-skilled maintenance or construction work, preferably with a local or state government entity. **Required:** At least the ability to read, write, and do basic arithmetic/math as needed for the job duties and some experience working in the basic manual/maintenance-type duties as described herein. Or any equivalent combination of education and experience to be able to perform the tasks needed for the position, as determined by the Town.

### **INITIAL/STARTING REQUIREMENTS:**

Possession of a valid North Carolina driver's license or out-of-state license with a safe driving record and ability to obtain NC. license.

Must pass a background investigation.

Must submit to and pass a drug and alcohol test prior to employment and random tests thereafter.

## **WORKING CONDITIONS/PRIMARY PHYSICAL REQUIREMENTS**

Work is performed primarily in outside environmental conditions including extreme heat, cold, various precipitation, and other challenging weather and other conditions. Employee may be subject to noise which may cause the employee to shout in order to be heard above the ambient noise level; vibration, such as exposure to oscillating movements of the extremities or whole body and is also subject to workplace hazards including proximity to moving mechanical parts or exposure to chemicals, oils, fuels, and potential for bloodborne pathogens in raw untreated sewage; atmospheric conditions due to exposure to fumes, odors, and dusts and may work in close quarters, crawl spaces, shafts, man holes, small areas of sewage and water lines, and other such areas.

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing, and performing repetitive motions, and be able to perform heavy work exerting around 100 pounds of force occasionally; 50 pounds of force frequently; and around 20 pounds constantly to move or lift objects or related needs.

Must possess the visual acuity and physical dexterity to operate light to medium equipment and distinguish details and differences in quality as well as for safety and read and interpret simple written or other instructions for safe operations of machinery and equipment.