

MAINTENANCE WORKER

General Statement of Duties

Performs a variety of responsible unskilled and semi-skilled maintenance, repair, and construction work on streets, buildings, grounds, and storm water management.

Distinguishing Features of the Class

An employee in this class performs a variety of unskilled, semi-skilled, and occasionally skilled tasks in the construction, maintenance, operation, and repair of streets, sidewalks, drainage systems, buildings, grounds, and other facilities. Work also includes helping with preparation for various meetings and special events for the Town. Work involves operating a variety of tools and light, medium and heavy equipment to build, repair and replace streets and other infrastructure. Employees are subject 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. Work with solid waste may subject the employee to the final standards of OSHA on bloodborne pathogens. Employees may be subject to standby work for storms. 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

- Cleans Town facilities including sweeping or blowing sidewalks, and removing trash from sidewalks and around building.
- Operates light and medium equipment; performs preventive maintenance and minor repairs to equipment.
- Participates in mowing, weed eating, trimming bushes, mulching, planting, fertilizing, irrigating, pest control, and other landscape maintenance tasks.
- Assists with plumbing, electrical, HVAC and carpentry repairs and/or light construction projects, paints, replaces light bulbs, arranges furniture, and performs other building and facility maintenance and repair tasks.
- Participates in the set-up, take down and clean-up of various seasonal facilities and structures. Participates in storm clean up, removal of debris, and repair of facilities.
- Maintains simple records of work activities.
- Performs related tasks as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- Working knowledge of tools, materials and equipment used in public works construction and maintenance work.
- Working knowledge of the occupational hazards and safety precautions of the work. Some knowledge of municipal maintenance and construction practices.
- Some knowledge of traffic laws, ordinances and regulations pertaining to operations of motorized equipment.

- Public Works
Laborer Page 2

- Skill in the use of light to medium motorized construction and maintenance equipment and a variety of hand and construction tools.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with citizens, supervisors, and other employees and work effectively in teams.
- Ability to operate light to medium 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 medium work exerting up to 50 pounds of force occasionally; 20 pounds of force frequently; and 10 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 which provides the required knowledges, skills, and abilities; or an equivalent combination of education and experience.

Special Requirements

- Possession of a valid North Carolina driver's license.
- Pass a pre-employment drug test

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the Town's official work week and not the employee's work schedule)

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 Physical Requirements and Working Conditions section of this classification may vary from position to position. The Town of Erwin reserves the right to assign or otherwise modify the duties assigned to this classification.