

PUBLIC WORKS MAINTENANCE SPECIALIST

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, and other public facilities; participates in solid waste collection and disposal.

Distinguishing Features of the Class

Employees in this class performs a variety of unskilled and semi-skilled labor tasks in the construction, maintenance, and repair of streets, buildings, grounds, and drainage, and other facilities. Other tasks include collecting and disposing of yard waste, residential garbage, appliances and furniture, 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. Work with garbage subjects employees to the final OSHA standards on blood borne pathogens. 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 and repair of streets, storm drainage, buildings, landscaping and other public works and facilities; operates light, medium and heavy construction equipment such as dump trucks, loaders, tampers, air compression driven equipment, and other related light and medium equipment; performs preventive maintenance and minor repairs to equipment.

Participates in the collection and disposal of solid waste materials including garbage, appliances, furniture, yard waste and other materials; operates sanitation packer and other trucks on various routes.

Participates in asphalt and concrete repair to streets, sidewalks, curb and gutter and other street facilities.

Participates in erection, maintenance and repair of street signs.

Participates in removal and chipping limbs; vacuuming and removal of leaves.

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 insures safe work zone when working around traffic.

Shovels or pushes snow with a dump truck.

Mows and cleans grounds and cleans buildings as necessary.

Additional Job Duties

Fills in for other staff as needed.

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.

Public Works Maintenance Specialist
Page 2

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

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

Working knowledge of the Town's solid waste collection and disposal policies, procedures and methods.

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

Skill in the operation of various light, medium and heavy equipment.

Ability to understand oral and written instructions.

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

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 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; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license; may require possession of a commercial driver's license.

Fletcher
2008

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.