



JOB DESCRIPTION – TOWN OF KURE BEACH

IDENTIFYING INFORMATION	
Job Title	MAINTENANCE WORKER I
Department	Public Works
Salary Band	10
Hiring Authority	Public Works and Utilities Director
Reports To	Public Works and Utilities Director
FMLA Status	Non-exempt
Work Type	Full Time - Salaried
Work Schedule	Monday to Friday, nights and weekends as needed
Hiring Range	\$41,282.02 to \$66,051.18/ midpoint \$53,666.34
Effective Date	July 1, 2024

GENERAL OVERVIEW

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

SUPERVISION

Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

ESSENTIAL FUNCTIONS

- Performs semi-skilled trades work in the construction, replacement and repair of water and sewer lines; uses shovels to finish grading trenches for construction of water and sewer lines; fits pipe; uses hand tools and operates equipment to back fill trenches.
- Operates solid waste collection equipment and participates in the collection and disposal of yard waste, appliances, furniture, garbage and other solid waste materials.
- Operates 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.
- Cleans stopped sewer lines with rods, rakes, and shovels.
- Participates in making water and sewer taps and installing fire hydrants; reads, installs and replaces water meters; connects and disconnects service.
- Checks for and repairs leaking lines; performs maintenance and repairs on valves; assists with reconnecting water service.
- Participates in asphalt and concrete repair to streets, sidewalks, curb and gutter and other street facilities; fabricates and erects street signs.

ESSENTIAL FUNCTIONS (cont.)

- 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, repairs roofs, walls, and other minor carpentry, plumbing, and electrical work; performs other semi-skilled and unskilled building maintenance and repair tasks.
- Works 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.
- Works in water or sewer pipes and man holes. Work around raw sewage is also subject to the final standards of OSHA on blood borne pathogens.
- Subject to on-call and call-back work.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of tools, materials, and equipment used in public works and utility construction and maintenance work.
- Working knowledge of wastewater collection system, and/or water distribution system principles and practices.
- Working knowledge of the Town's utility customer service policies and procedures.
- 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.
- 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.

EDUCATION AND EXPERIENCE

- High School diploma or GED required
- Experience in semi-skilled maintenance or construction work, including heavy equipment operation, which provides the required knowledge, skills, and abilities; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS/CERTIFICATIONS
- Possession of a valid North Carolina driver's license.
PHYSICAL/CRITICAL REQUIREMENTS
Physical Ability - 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. Visual Ability - Must possess the visual acuity to operate mobile equipment such as the loader and dump truck in a safe manner.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not create an employment contract, implied or otherwise.