



Maintenance Technician

Department: Public Works

FLSA: Non-exempt

Reports to: Public Works Crew Leader

General Description

Under the general supervision of the Crew Leaders and Public Works Director performs semi-skilled and unskilled manual tasks in the repair and maintenance of the Town's streets, buildings and grounds and storm drains.

Essential Job Function:

- Performs various semi-skilled and general maintenance tasks as related to the upkeep, care and maintenance of municipal buildings, grounds and other Town facilities and other areas of assigned responsibility.
- Maintains grounds around Town buildings; trims and prunes trees and shrubberies, plants, waters, mows and fertilizes grass, trees and flowers; sprays weed killer under the supervision of licensed personnel; and rakes and picks up leaves and trash.
- Maintains and cleans streets by clearing ditches and drains; trims tree limbs; assists with building storm drains and pouring of concrete forms and asphalt patches to maintain street quality and storm water run-off; clears right of ways and mows grass along roadways; assist with snow removal including spreading salt in winter months.
- Replaces and installs street signs
- Operates various hand and power tools and light to heavy equipment as required in mowing, landscaping, weed eating and street clean-up; may operate the back hoe, dump truck, riding mower, track mower, drill press, drill table and skill saws and other specialized equipment such as, but not limited to air ratchets and/or an auger.
- Handles special carpentry tasks such as, but not limited to constructing and repair of rooms, cabinets, doors and furniture; replacing light bulbs, repairing and replacing

ceiling tiles, replacing light fixture covers, moving boxes and furniture and other maintenance related tasks.

- Assists with or performs repair of plumbing and electrical fixtures; assists in painting both internally and externally, etc.
- Performs preventive maintenance and minor repairs to equipment and/or vehicles.
- Paints parking zones; prepares paint, tapes or marks off area and cleans up.
- Works in weather conditions that include, but not limited to severe hot and or cold weather; severe conditions such as snow, rain and/or hail.
- May be exposed to infectious bodily fluid Performs all work in adherence with policies, procedures and standards of quality and safety.
- Performs basic maintenance on vehicles such as greasing, fueling and cleaning.
- Must set up and take down traffic safety cones.
- Perform related duties and assignments as directed by the department.

Knowledge, Skills and Abilities:

Working knowledge of standard practices, materials, tools and equipment used in the area of work assigned; working knowledge of the work related hazards and applicable safety precautions associated with areas of assigned work; Considerable knowledge and skill in carpentry, painting, plumbing, electrical repair, grounds maintenance and/or basic equipment or vehicle maintenance and sheetrock repair; general knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance repair and replacement of public facilities. Working knowledge of the safe use and operation of vehicles and mechanical equipment; knowledge of traffic laws, ordinances and regulations pertaining to operations of motorized equipment; ability to operate various construction and mowing equipment and light equipment with skill and safety; ability to exert heavy physical effort in varied weather conditions over long periods; ability to read and understand oral and written instructions; ability to acquire knowledge of the operating details and procedures involved in performing a variety of manual tasks; ability to establish and maintain effective working relationships with other employees, supervisors and citizens. Must be able to work on ladders.

Additional Requirements:

- Must be able to read, write and speak the English language.
- Must have a valid North Carolina or South Carolina's drivers' license with a clean record and the ability to drive Town-owned vehicles.

- Must acquire Core, Ornamental/Turf or Right-Away Pesticide License within 6 month probationary period.
- Willingness to acquire CDL license.

Education and Experience:

High School or GED and one year of experience in semi-skilled maintenance or construction work.

Physical Requirements:

Must be able to perform heavy work exerting up to 100 pounds of force occasionally and/or to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects with or without assistance.

Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions with or without assistance.

Must possess the visual acuity to make visual inspections of work assigned and completed, read meters, use measurement devices, operate machines and perform mechanical and trade tasks with or without assistance.

Ability to work in and around traffic.

Ability to operates chipper and tree truck.

Ability to work with heights.