

**PUBLIC WORKS MAINTENANCE TECHNICIAN  
TOWN OF SOUTHERN SHORES, NORTH CAROLINA**

**Primary Reason Classification Exists**

To perform a variety of unskilled and semi-skilled manual labor tasks and other duties as required in the maintenance of Town streets, storm drains, sidewalks, signs, buildings and grounds.

**Distinguishing Features of the Class**

An employee in this class maintains public infrastructure, rights-of-way, and landscaping. Work includes mowing various public rights of way and lands, patching asphalt, maintaining street signs, and general building and facility maintenance. Work is performed under the direction of the Public Works Supervisor and is evaluated by visual inspection of work, periodic meetings, compliance with safety procedures, and overall quantity and quality of work performed.

**Essential Duties**

- Mows various public grounds including street rights-of-way, bike paths, and other areas; trims and removes paper; prunes trees and limbs for sight distance and other needs; sprays pesticides.
- Participates in patching pot holes, utility cuts, sidewalk or storm sewer system repair; rakes asphalt; mixes, pours, and finishes concrete; removes trash and leaves; unstops storm sewers using rake or shovel; installs and replaces street signs; cuts back trees and brush to improve sight distances using chain saws; re-seeds or grades areas.
- Washes and cleans assigned equipment; performs routine servicing such as checking fluid level, tire pressure, changes oil and filters.
- Covers windows with plywood for storms; checks beach access ramps for functionality and safety; makes minor repairs; performs or assists with landscape projects.
- Completes work orders and maintains other simple records of work activity in manual and electronic formats
- Sets up rooms for meetings; moves furniture
- Cleans beach areas, dune crossings and other areas.
- Operates riding mower, tractor, bush hog, front end loader, and related equipment.
- May be required to work outside normal work hours in an emergency or on-call basis.
- Weekly custodial duties including but not limited to: sweeping, vacuuming and mopping floors in town owned facilities, removing trash and recycling, cleaning windows and doors, dusting, cleaning of offices, kitchen and bathrooms.
- Performs related tasks as required

**Knowledge, Skills, and Abilities**

- Working knowledge of hazards and applicable safety precautions associated with assigned area of work.
- Some knowledge of asphalt and concrete repair work, landscaping and general building repair
- Ability to operate light and medium equipment.

- Skill in the use of equipment to which assigned.
- Ability to perform manual labor for extended periods.
- Ability to interact courteously with the public
- Ability to establish and maintain effective working relationships with supervisor and crew members.
- Ability to follow instructions; ability to establish and maintain effective working relationships with associates.

### **Physical Requirements**

Work in this class is defined as heavy work requiring physical exertion of in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of frequently, and/or up to 20 pounds of force constantly to move objects. Employee has to perform physical activities such as climbing, balancing, stooping, kneeling, crouching, reaching, walking, standing, pushing, pulling, lifting, grasping, feeling talking, and hearing. Employee must have the visual acuity to visually inspect small defects or parts, operation or inspection of machines and earth moving equipment, use measurement devices, and to determine the neatness and accuracy of work assigned. Employee must have the stamina to work for extended periods some of which in emergency situations.

### **Working Conditions**

Work is performed primarily in outside environmental conditions including extreme heat and cold with rain, snow and ice. Employee is subject to noise which may cause the employee to shout in order to be heard above the ambient noise level. Employee is subject to 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 blood borne pathogens in raw untreated sewage. Employee is subject to atmospheric conditions due to exposure to fumes, odors, dusts and oils. May work in close quarters, crawl spaces, shafts, man holes, small areas of water lines, and other areas which could cause claustrophobia.

### **Education**

Graduation from high school or GED

### **Experience**

One (1) – three (3) years' experience in general maintenance of facilities and buildings

### **Special Requirement**

- Valid North Carolina driver's license
- May be required to assist in storm/disaster event preparation and aftermath

**FLSA Status:** Non-Exempt

### **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 Town of Southern Shores reserves the right to assign or otherwise modify the duties assigned to this classification.

July 2021