FLSA Status: Non-Exempt

Hiring Range : $15.00 per hour to $20.00 per hour

Approval Date: June 10, 2025

**General Statement of Duties**

**Distinguishing Features of the Class**

Under general supervision, performs various manual labor tasks and functions primarily related to the Town's streets, water and sewer systems, and general maintenance functions within public works department.

**Duties and Responsibilities**

Performs a variety of semi-skilled tasks in the maintenance and repair of Town streets, sidewalks, signs, driveways, and other infrastructure.

Performs a variety of maintenance and construction duties related to the installation and maintenance of municipal water and sewer distribution/collection system, water and sewer services, and fire hydrants.

Cuts grass, weeds, removes limbs and debris, removes leaves, collects trash and performs sanitation collection efforts along routes or right of ways, and maintains cemetery grounds as assigned.

Supervises inmate laborers as required.

**Knowledge Skills & Abilities**

Ability to follow and comply with instructions and communicate verbally and in writing. The ability to establish and maintain effective working relationships with other employees and deal courteously with the public. Must be dependable and in good physical condition; ability to walk long distances and work under varying weather conditions. Thorough knowledge of the town streets and the location of water meters. Good knowledge of utilities services and utilities billing procedures. Knowledge of work hazards and applicable safety precautions associated with area of assigned work. Ability to acquire a knowledge of the operating details and procedures involved in performing a variety of manual tasks. Ability to detect equipment malfunctions and take proper action. Requires some electrical knowledge and the ability to troubleshoot electrical issues. The ability to read maps, diagrams and construction drawings and interpret plans and blueprints.

**Minimum Education and Experience**

High School Diploma and valid NC Driver’s License. Water Distribution, wastewater collection, and/or wastewater treatment certifications or experience.

**Other**

This position requires strenuous physical work. The employee must regularly lift and/or move up to 100 pounds. The employee is regularly required to sit, stand, walk, talk, hear, see, use hands and fingers, reach with hands and arms, climb, stoop, squat, kneel, crouch, crawl, perform repetitive motion, and repeatedly twist the upper body. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.