



PART-TIME PUBLIC WORKS MAINTENANCE WORKER

General Statement of Duties

Performs a variety of semi-skilled work in the maintenance, landscape and care of Town grounds, parks, facilities, and related Town properties.

Distinguishing Features of the Class

An employee in this class performs a variety of semi-skilled and manual tasks in support of department operations including grounds and park maintenance, street and stormwater maintenance, facility maintenance and repair, and equipment operation and maintenance. Work involves grounds maintenance and landscaping tasks such as mowing grass, weed eating, edging, blowing leaves and dirt from roadways and sidewalks, picking up trash, mulching and planting flowers, trimming and cutting trees and shrubs, and maintaining park and cemetery grounds. Work also includes patching asphalt to repair potholes in roadways; unstopping sewers and drains; troubleshooting facility maintenance problems and making repairs; performing minor construction projects involving carpentry, painting, flooring and light electrical; setting up and taking down equipment for special events; spreading salt and sand; collecting and disposing of trash from property; performing general and preventive maintenance on department equipment; and maintaining the shop area. Work requires the ability to operate a Town vehicle, heavy equipment as needed, push and riding mowers, and a variety of landscaping and general maintenance equipment and tools. Employees are subject to hazards in street maintenance work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as noise, proximity to moving mechanical parts, vibrations, dusts, mists, fumes, and oils. Work is performed under regular supervision in accordance with specific instructions and within defined procedures. Work is reviewed while in progress and upon completion for adherence to instructions and established standards.

Duties and Responsibilities

Essential Duties and Tasks

Performs grounds and landscaping work in the maintenance of Town grounds; mows grass; edges sidewalks; trims shrubs and trees; blows leaves and dirt; maintains trails and park areas; pulls weeds; sprays weed killer; trims around signs and other landscaping; mulches and plants flowers; removes trash; and related landscape maintenance tasks.

Performs street maintenance work; prepares asphalt materials for patching; spreads asphalt to patch and repair potholes; operates tamps and other small equipment to prepare area for paving; performs road shoulder repairs; clears streets of debris, limbs and leaves.

Cleans out storm drains and catch basins; removes blockages and other obstructions to clear drainage systems; may operate a sewer jet for cleaning storm drains; trims, weeds, and digs out drainage ditches.

Responds to requests for building service and maintenance; troubleshoots maintenance problems including plumbing, electrical, and HVAC; performs required repairs; and performs routine preventive maintenance.

Performs minor building maintenance and light construction work including painting, carpentry, replacing light bulbs and light switches, replacing sink parts, replacing air vent filters, and other minor repairs; assists staff in more skilled trades work.

Cleans, maintains, and repairs building fixtures and equipment including doors, window, locks, carpet, shelving and furniture.

Repairs and maintains plumbing fixtures, unstops drains, installs valves, and repairs leaks to toilet and kitchen plumbing fixtures; replaces pipes and drains; maintains plumbing systems.

Performs general carpentry tasks including framing, drywall installation, building cabinets and steps; repairs and replaces doors, walls, windows; lays carpet and tile; repairs roofs; fabricates or repairs furniture and cabinets.

Maintains cemetery grounds and gravesites; shifts and straightens settling headstones and memorials; removes old flowers; shovels dirt to fill in graves; spreads dirt and topsoil over gravesites; applies grass seed and fertilizer; performs weed-eating and mowing around gravesites and cemetery grounds.

Sets up safety cones, signs, barriers, and may flag traffic around construction sites.

Performs all aspects of tree and shrub maintenance including hedge and tree trimming, pruning, removing fallen limbs and trash, and blowing leaves.

Performs minor equipment repair and maintenance duties on equipment such as mowers, blowers, and trimmers; changes oil and filters, changes blades, makes belt changes and adjustments; lubricates equipment.

Assists with event set up and take down; transports and sets up stages, tables and chairs, barricades, trashcans, decorations, and other items required for events; cleans up during and after events; performs other preparation work for rentals and special events as requested.

Operates a variety of landscaping and street maintenance equipment including mowers, weed eaters, backhoe, dump truck, and related power tools.

Cleans and maintains bathrooms, picnic shelters, and other park facilities and equipment; ensures all public areas are safe for visitors.

Cleans and maintains the Public Works shop area; ensures cleanliness and proper storage of tools and equipment after use.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge Skills and Abilities

Working knowledge of standard practices, materials, tools, and equipment utilized in the assigned work.

Working knowledge of work hazards and applicable safety precautions associated with facility and landscaping maintenance and repair.

Working knowledge of the safe use, operation, and preventive maintenance of the equipment to which assigned.

Working knowledge of landscape maintenance and horticultural procedures.

Working knowledge of the proper placement of traffic safety signs and cones.

Skill in the operation of assigned grounds maintenance equipment and construction tools utilized in the work.

Ability to perform manual labor for extended periods of time, often under unfavorable weather conditions.

Ability to understand and carry out oral and written instructions effectively.

Ability to work cooperatively as a team member.

Ability to complete simple records.

Ability to safely operate and use a variety of hand tools and power equipment and perform simple maintenance and repairs.

Ability to establish and maintain effective working relationships with other employees and supervisors, and deal effectively with the general public.

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, fingering, grasping, feeling, talking, hearing, and performing repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or 20 pounds constantly to move objects.

Must possess the visual acuity to operate light to medium equipment and distinguish details and differences in quality as well as for safety and read simple records or instructions.

Desirable Education and Experience

Graduation from high school and some experience in grounds maintenance, construction, or facility maintenance work; or an equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Special Requirement

Possession of a valid NC Driver's License.

Salary & Benefits

This is a part-time position with a starting pay of \$15.00 per hour and includes no benefits.

How to Apply

Interested applicants should submit a town application, resume and cover letter to:

Town of Taylorsville
Attn: Aaron Wike, Public Utilities Manager
67 Main Avenue Drive
Taylorsville, NC 28681

Or by email to:

awike@taylorsvillenc.com

Applications will be accepted until position is filled

The Town of Taylorsville is an equal opportunity employer and does not discriminate based on race, sex, or religion.

Join our team and make a difference in the Taylorsville community!