



## **JOB DESCRIPTION – Public Works Employee**

**Department:** Public Works

**Supervisor:** Public Works Supervisor

**Salary:** \$14.05/hr.

**Start Date :** ASAP

**FLSA:** Non-exempt

**Residency Required:** No

### **Job Description**

Under the direction of the Public Works Supervisor, employees in this position perform a variety of tasks related to the operation and maintenance of equipment, vehicles, facilities and tools. Additionally, employees handle a variety of materials, conduct clean-up activities and general maintenance of City water and sewer utilities with demonstrative ability in the following specialized areas: i) plumbing; ii) maintaining roadways by repairing cracks and pot holes; iii) maintaining municipal-wide facilities including park grounds; iv) brushing City rights-of-way along roadways and other public property; v) collecting litter; vi) inspecting, reporting and repairing of water, sewer, and storm water facilities, such as pipes, stream beds, outfalls, catch basins, manholes etc.; vii) controlling traffic at job sites; viii) identifying public utilities; and ix) maintaining department fleet vehicles and equipment; x) Snow removal equipment knowledge. Employees perform routine tasks requiring the use of acquired skills and knowledge and may not perform work in all aforementioned areas. Assignments, most times involve working with members of a crew, and at times, working independently.

### **Essential Duties**

- a) Performs routine maintenance, at times using a variety of equipment, including, but not limited to: roadways, municipal facilities, park grounds and facilities, rights-of-way and other public property, water, sewer, and storm water facilities and fleet equipment, etc.
- b) Operates snow removal vehicles and related equipment during the winter to maintain streets and public grounds. General mechanical knowledge of diesel and gasoline powered equipment.

- c) Assists with the placement of wet concrete involving repair or construction work.
- d) Performs Rotational On-Call Duties
- e) Follows safety requirements, including, but not limited to: immediately reporting all accidents, unsafe conditions, and dangerous acts to Public Works Director.
- f) Completes work assignments by performing the necessary and required work in an acceptable manner, and reporting to the Public Works Supervisor the status of the assignment in addition to any issues of concerns discovered while performing assignments.
- g) Responds to call-outs after normal working hours.
- h) Performs all other duties as required.

### **Essential Skills, Knowledge, and Abilities**

- a) Knowledge of general construction, repair, and maintenance principles, as well as methods and procedures used in maintenance, construction and repair activities;
- b) Knowledge of general equipment, machinery, and tools used in construction activities;
- c) Knowledge of equipment operation, occupational hazards, and proper safety procedures to prevent work place hazards;
- d) Ability to acquire and retain knowledge related to the methods and techniques of water and sewer repair, maintenance, and installation, and roadway repair and maintenance;
- e) Ability to learn proper operation and care of heavy duty equipment and machinery;
- f) Ability to work safely and effectively communicate verbally, in person and over the phone, and radio;
- g) Ability to work without direct supervision and to exercise judgment, initiative, and discretion to make proper decisions;
- h) Ability to address the general public tactfully and courteously, and to establish and maintain effective working relationships with other employees, public officials, and the general public;
- i) Ability to apply knowledge of operations and procedures to make consistent decisions;
- j) Ability to work in a variety of outdoor weather and variable environmental conditions;
- k) Ability to perform heavy manual work for extended periods of time;
- l) Ability to work safely in the work place, outdoors and indoors, and near moving mechanical parts, as well as moving vehicles;
- m) Ability to be subject to possible exposure to hazardous materials and infectious agents;
- n) Ability to balance, climb, squat, kneel, bend, crawl, stretch, maneuver in tight spaces, and use hands and fingers to handle equipment to perform duties;
- o) Ability to occasionally lift and/or move at least fifty (50) pounds with or without assistance;
- p) Ability to perform work requiring close, distant, peripheral, and color vision capabilities;
- q) Ability to operate tools and equipment consisting of, but not limited to: motor vehicles, generators, pumps, gauges, common hand and power tools, shovels, wrenches, chain saws, detection devices, mobile radio, phone, calculator, and a variety of other equipment.

## EDUCATION AND EXPERIENCE

High school diploma or equivalent. Two years maintenance/construction related work experience desired. Valid NC driver's license. Must possess or obtain a CDL driver's license within 3 months of hire; CDL license highly preferred. Electrical and plumbing background is a plus. Employees serve 90-day probation period. Excellent health, retirement, life, and disability benefits within the North Carolina State Employees Health and Benefit Plan.

**Note:** *This job description describes a general category of jobs and assignments. In order to meet the needs of the City of Saluda municipality or its departments, employees may be assigned other duties, in addition to or in lieu of any of those previously described, and any duties are subject to change at any time.*