

PUBLIC WORKS SPECIALIST I

General Statement of Duties

Performs a variety of responsible unskilled and semi-skilled maintenance, repair and construction work on streets, buildings, grounds, and storm water management system. Work also includes solid waste collection for the Town.

(Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. Work may vary among employees assigned to this class based on particular experience and skills. This description is intended to be illustrative of the general duties of the class and is not all encompassing of all duties performed by all employees.)

Distinguishing Features of the Class

An employee in this class performs a variety of unskilled and semi-skilled tasks in the construction, maintenance, operation, and repair of streets, sidewalks, drainage systems, buildings, grounds, and other facilities. Work also includes collecting yard waste, appliances, and furniture and helping with the maintenance of equipment and vehicles for the Town. Work involves operating a variety of hand and power tools, light and medium equipment to build, repair and replace streets and other infrastructure. Employees are subject working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work may also subject the employee to the final standards of OSHA on blood borne pathogens. Employees may be subject to on-call and callback work. Work is performed under the direct supervision of the Public Works Crew Leader and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

Duties and Responsibilities

Essential Duties and Tasks

- * Operates construction equipment such as dump trucks, loaders, tampers, trenchers, air compression driven equipment, and other related light and medium equipment; assist with performing preventive maintenance and minor repairs to equipment.
- * Participates in asphalt and concrete repair to streets, sidewalks, curb and gutter and other street facilities; fabricates and erects street signs.
- * Repairs, maintains and cleans storm sewers and catch basins.
- * Participates in collection of appliances, furniture and yard waste; collects leaves; operates chipping equipment.
- * Participates in mowing, trimming, mulching, pruning, planting, fertilizing, irrigating, pest control, and other landscape maintenance tasks. .
- * Assists with minor plumbing, electrical, HVAC and carpentry repairs.
- * Works on construction projects, cleans buildings, paints, replaces light bulbs, arranges furniture, and performs other building and facility maintenance and repair tasks.

- * Participates in storm clean up, removal of debris, and repair of facilities.
- * Assists other departments with various tasks.
- * Assists with maintaining and repairing equipment and vehicles; performs preventative maintenance checks and makes minor repairs as needed.
- * Maintains written and/or electronic records of work activities.
- * Performs checks on tools and equipment to ensure they are operationally ready for use
- * Performs related tasks as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Basic working knowledge of tools, materials and equipment used in public works construction and maintenance work.

Working knowledge of the occupational hazards and safety precautions of the work.

Some knowledge of municipal maintenance and construction practices.

Basic knowledge of traffic laws, ordinances and regulations pertaining to operations of motorized equipment.

Ability to understand oral and written instructions.

Ability to establish and maintain effective working relationships with citizens, supervisors, and other employees.

Ability to operate light to medium duty equipment with skill and safety.

Ability to prepare simple written records of work activities.

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, feeling, talking, hearing, and repetitive motions.

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

Must possess the visual acuity to operate mobile equipment in a safe manner.

Desirable Education and Experience

Have a high school diploma or GED and some experience in semi-skilled maintenance or construction work; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

Complete CPR training within 6 months.

Work Zone Flagger Certification within 9 months