

Maintenance Worker

1. General Statement of Duties

Performs semi-skilled manual work in the collection and disposal of yard waste materials, brush, leaves, and refuse collection; General cemetery, building, grounds, and streets maintenance; Performs related work as required.

2. Distinguishing Features of the Class

Employees work as a member of a crew led in loading and unloading refuse over an established route, perform a wide range of grounds maintenance, drainage, buildings, and street maintenance activities. Employees are subject to hazards including working in outside environments, in extreme hot and cold weather, confined spaces, from heights, and exposure to various hazards. Employee is also subject to on-call and call-back work. Work is performed under direct supervision and work is evaluated by observation to determine the effectiveness of duties. Work is also evaluated for overall effectiveness and efficiency of the division. In this position the employee will serve as the Public Utilities Technician's helper and will cross-train with him.

3. Duties and Responsibilities

Essential Duties and Tasks:

- A. Operates construction equipment such as dump trucks, loaders, tampers, trenchers, air compression driven equipment, and other related light and medium equipment; assist with performing preventative maintenance and minor repairs to equipment.
- B. Works as a member of a yard waste collection crew; collects limbs, leaves, and other yard waste and loads into truck; rakes leaves.
- C. Mows, trims, and cleans grounds at a variety of public facilities and easements; operates riding and push mowers, chain saws, and other light equipment.
- D. Works on a crew to collect furniture, appliances, and other items from the curbside; lifts heavy materials into bed of truck.
- E. Participates in patching asphalt, snow and ice removal, repairing water and sewer lines, patching concrete, cutting grass, trimming trees, and cleaning buildings.
- F. Assists in greasing, washing, and cleaning of trucks.
- G. Maintains good relationship with the public through courtesy and respect to individual property.
- H. Participates in street sign erection and repair.
- I. Maintains simple records of work activities.
- J. Skilled construction methods and practices.
- K. Maintain and service equipment by removing dirt, washing and greasing parts, checking oil, changing oil filters, changing blades, and fueling.
- L. Perform preventative maintenance of equipment to include air compressor, generator, push mower, pressure washer, water pump, chain saw, tiller, backpack and machine front blowers, hand and power tools, chemical sprayers, walk behind edger, trimmers, and zero-turn mowers.
- M. Performs street maintenance, repair and improvement activities.
- N. Participates in storm clean up, removal of debris, and repair of facilities.

O. Repairs, maintains, and cleans storm sewers and catch basins.

4. Recruitment and Selection Guidelines

Knowledge, Skills and Abilities:

- Working knowledge of the methods and techniques applied in the loading and unloading of yard waste and refuse along an assigned route.
- Some knowledge of the occupational hazards and necessary safety precautions of refuse collection work.
- Some knowledge of the policies and procedures related to the cemetery.
- Ability to perform heavy manual labor in varying weather conditions.
- Ability to understand and follow instructions.
- Ability to cooperate and work as a team member in carrying out assignments.
- Ability to read and write.

Physical Requirements:

- Must be able to physically perform the basic life operational skills of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and performing repetitive motions.
- Must be able to perform very heavy work exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds of force constantly to move objects.
- Must possess the visual acuity necessary to operate equipment and distinguish safety hazards of the work which may affect self and others.

Desirable Education and Experience:

- Graduation from high school or equivalent.

Special Requirements:

- Possession of valid North Carolina Driver's License.

5. FLSA Status

This is a non-exempt position under the Fair Labor Standards Act and is eligible for overtime and compensatory time in accordance with Town Policy.

Employee Name (printed)

Signature and Date

Supervisor Name (printed)

Signature and Date



EMPLOYMENT APPLICATION

An Equal Opportunity/Affirmative Action Employer

Applicant Information:

Full Name: _____ Date: _____
Last First Middle

Address: _____ Phone: _____
Street Address Apt/Unit #

_____ Email: _____
City State Zip Code

Date Available: _____ SSN: _____ Desired Salary: _____

Position Applied For: _____

Are you a citizen of the United States? ___ yes ___ no
If no, are you authorized to work in the United States? ___ yes ___ no
Have you ever worked for the Town of Macclesfield? ___ yes ___ no If yes, when? _____

EDUCATION

High School: _____ Address: _____

From _____ to _____ Did you graduate? ___ yes ___ no

College: _____ Address: _____

From _____ to _____ Did you graduate? ___ yes ___ no Degree: _____

Other: _____ Address: _____

From _____ to _____ Did you graduate? ___ yes ___ no Degree: _____

Please list any special skills or certifications that would benefit you in this position:

REFERENCES

Please list three(3) professional/personal references:

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

PREVIOUS EMPLOYMENT

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From _____ to _____

Responsibilities: _____

May we contact this employer for a reference? ____ yes ____ no

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From _____ to _____

Responsibilities: _____

May we contact this employer for a reference? ____ yes ____ no

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From _____ to _____

Responsibilities: _____

May we contact this employer for a reference? ____ yes ____ no

MILITARY SERVICE

Branch: _____ From _____ to _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, please explain: _____

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my immediate release.

Signature

Date

