



Town of Highlands Human Resources Department

Physical Address: 210 North Fourth St., Highlands, NC 28741 (828) 526-2118
Mailing Address: PO Box 460, Highlands, NC 28741 Fax (828) 526-2595

Employment Opportunity

Attention Applicants: Applications must be submitted to the Human Resources Department by fax, at the above noted physical address, by mail, or electronically to sonjia.gibson@highlandsc.org. Application forms are available in the Human Resources Department and online at www.highlandsc.org under the Information Tab. Applicants may submit a resume; however, resumes are not accepted in lieu of a completed employment application. All applicants will be contacted regarding the status of submitted applications. Criminal background checks and pre-employment drug screenings are required.

Position Title: Water/Sewer Maintenance Worker

Salary Grade & Pay Range: Grade 17 Starting Hourly Rate: \$13.93 (*Depends on experience, qualifications, and certifications*)

Primary Reason Why Classification Exists

To perform unskilled to semi-skilled manual labor work in the installation and maintenance of water and sewer lines, street repairs, and other municipal structures, facilities, and grounds.

Distinguishing Features of the Class

An employee in this class performs routine manual work installing and maintaining water and sewer lines, manholes, sewer outfall lines, street repairs; work may also include general labor and maintenance at other municipal structures, facilities, and grounds. Work includes digging, patching pipes and pavement, driving a Town truck, loading and unloading crew supplies, directing traffic, and other labor intensive duties. The employee may be assigned work as part of a maintenance team or independently and must exercise some independence or action and judgment when traveling between assigned worksites and completing assignments. This classification is non-supervisory and work is performed under the direction of a water & sewer field maintenance foreman or maintenance supervisor. Work is evaluated on the basis of attainment of individual performance objectives, visual inspection, review of maintenance reports, and periodic discussions with employee.

Essential Duties

- Checks operation of water and wastewater valves by manually turning valves on and off with valve key or wrench; reports needed valve replacements to immediate supervisor
- Participates in the replacement or repair of broken water and sewer mains, manholes, and outfall lines; digs pavement, cuts or clamps pipes, makes patches with clamps or new piping, and backfills pavement or grounds, using shovels, dump trucks, jackhammers, and tamps
- Drives dump truck to and from worksites hauling debris or mud used for backfill; delivers maintenance supplies and restocks shelves and bins
- Meets with the public, homeowners, and business owners; explains of basis of actions to be taken and the end result when completed or refers to supervisor
- Performs general landscaping work including operating riding and push mowers, weed eaters, trimming and pruning trees and shrubs, and cutting down trees
- Paints equipment and buildings
- Performs other general maintenance duties as assigned

Knowledge, Skills, and Abilities

- Knowledge of general maintenance work performed by a municipality
- Knowledge of the operation of mowers, tractors, dump trucks, leaf blowers, forklifts, weed eaters, tamps, jackhammers, shovels, rakes, and other maintenance equipment
- Knowledge of occupational safety and health requirements and practices when working in or near water and sewer lines, manholes, or sewage outfall lines
- Knowledge of the operation and maintenance requirements of water meters and hydrants
- Ability to understand and follow instructions and work with others as a team member
- Ability to work for extended periods of time in varied weather conditions
- Ability to be recalled to work as dictated by the needs of the Town for varied labor tasks

Physical Requirements

Work in this class is defined as heavy work requiring physical exertion of in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of frequently, and/or up to 20 pounds of force constantly to move objects. Employee has to perform physical activities such as climbing, balancing, stooping, kneeling, crouching, reaching, walking, standing, pushing, pulling, lifting, grasping, feeling talking, and hearing. Employee must have the visual acuity to visually inspect small defects or parts, operation or inspection of machines and earth moving equipment, use measurement devices, and to determine the neatness and accuracy of work assigned. Employee must have the stamina to work for extended periods some of which in emergency situations.

Working Conditions

Work is performed primarily in outside environmental conditions including extreme heat and cold with snow and ice. Employee is subject to noise which may cause the employee to shout in order to be heard above the ambient noise level. Employee is subject to vibration, such as exposure to oscillating movements of the extremities or whole body and is also subject to workplace hazards including proximity to moving mechanical parts or exposure to chemicals, oils, fuels, and potential for blood borne pathogens in raw untreated sewage. Employee is subject to atmospheric conditions due to exposure to fumes, odors, and dusts and may work in close quarters, crawl spaces, shafts, man holes, small areas of sewage and water lines, and other areas which could cause claustrophobia.

Education and Experience

Graduation from high school or GED equivalency and 1 - 2 years experience in the installation and maintenance of water & sewer lines, street maintenance, and grounds facilities.

Special Requirement

- Valid North Carolina Driver License (CDL-B)
- Have or obtain Level "C" Water Distribution and Level "II" Sewage Collection from the NC Department of Environmental & Natural Resources

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate)

How to Apply: You must submit a completed PDF employment application, which can be found on the Town's website, www.highlandsc.org under the Information Tab. Application forms may be emailed, faxed or mailed (see above). Resumes are accepted *in addition* to employment applications. All applicants will be contacted regarding the status of submitted applications.

Posting Date: January 29, 2018

Closing Date: Friday, February 16, 2018

The Town of Highlands is an Equal Opportunity Employer.