



Internal Job Posting

Date: May 24, 2019
Position: General Maintenance Worker
Hours: 7am-4pm
Salary: \$25,000.00/\$12.01 hr. (Full Time position with Benefits)

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform a variety of semi-skilled and unskilled manual work in the maintenance of Town streets, cemetery and buildings, and to perform related work as required. This class works according to set procedures under close supervision.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Performs semi-skilled and unskilled manual work in the maintenance and repair of Town streets, cemetery and assigned buildings.

Performs routine building maintenance and repair work as required, including changing light bulbs, changing air filters, painting interior and exterior surfaces, etc.

Arranges rooms for citizens and staff for meetings and events; moves tables and chairs according to established plans; stores excess tables and chairs; returns rooms to standard arrangements when not in use.

May set up sound systems for meetings and events as requested.

Performs various custodial duties, which include but are not limited to cleaning and sanitizing restrooms, cleaning water fountains, removing trash, sweeping and mopping floors, vacuuming / spot cleaning, sweeping walkways and building entrances, etc.

Removes trash and debris along Town streets.

Performs general grounds keeping work, including but not limited to mowing grass, trimming shrubs and trees, watering grounds and landscaped areas, raking leaves, sweeping walkways, removing weeds, removing debris, etc. Cuts grass along roadsides using push and tractor mowers and weed eaters.

CLASS TITLE: GENERAL MAINTENANCE WORKER

Prepares materials to be used in resurfacing and patching projects; pours and smooths asphalt; patches and repairs sidewalks and other paved areas; sets metal forms and pours concrete; smooths and finishes concrete

Operates vehicles and equipment such as an asphalt packer, tractor, tamper, trencher, etc., to perform daily tasks such as repairing and patching streets and digging trenches

Cleans storm drains and catch basins

Participates as part of a leaf collection crew; rakes and operates vacuum hose to remove leaves from curbside; loads branches into chipper; removes animal carcasses from streets.

Assists in collecting garbage from assigned locations; rolls, positions, locks/unlocks dumpsters; picks up and places trash bags into collection truck.

May drive pick-up truck or dump truck in the collection of yard trash, junk and recyclable materials

Manually loads/unloads materials from trucks.

Participates in snow removal/sand spreading operations in inclement weather

Cleans and maintains assigned vehicles and equipment; performs basic equipment maintenance work as necessary to ensure safe operation. Maintains department tools and equipment.

Performs all work in adherence with policies, procedures, and standards of quality and safety.

Receives and responds to public inquiries, complaints and requests for assistance regarding areas of responsibility.

Prepares accurate and complete records of work performed.

Attends training, meetings, workshops, and other activities as required to enhance job knowledge and skills.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Requires copying, transcribing, entering or posting data or information and Requires comparing or inspecting items against a standard

PEOPLE INVOLVEMENT:

Requires speaking or signaling to people to convey or exchange information of a general nature.

INVOLVEMENT WITH THINGS:

Requires handling or using machines, tools or equipment requiring moderate instruction and experience, such as shop tools, vehicles, janitorial equipment, lawn maintenance equipment, etc.; may repair power tools and light equipment.

CLASS TITLE: GENERAL MAINTENANCE WORKER

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing semi-skilled work involving set procedures and rules but with frequent problem solving required.

MATHEMATICAL REQUIREMENTS:

Requires using basic addition and subtraction, such as making change or measuring.

LANGUAGE REQUIREMENTS:

Requires reading simple sentences, instructions or work orders; writing simple sentences and completing simple job forms; speaking simple sentences using basic grammar.

MENTAL REQUIREMENTS:

Requires doing clerical, manual or technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma or GED equivalent.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid North Carolina driver's license.

EXPERIENCE REQUIREMENTS:

Requires over one month and up to and including three months of experience in building and/or grounds maintenance work.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires medium-to-heavy work that involves walking, standing, stooping, lifting, digging, pushing or raising objects and also involves exerting between 20 and 50 pounds of force on a recurring basis and 50 to 100 pounds of force on an occasional basis. Must be able to perform basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling and repetitive motion.

CLASS TITLE: GENERAL MAINTENANCE WORKER

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, toxic /caustic chemicals.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

May be responsible for guiding others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Interested applicants may submit an internal application to:

**Town of Waynesville,
Brittany Angel, HR Specialist
Human Resources Department
16 S. Main Street
Waynesville, NC 28786**

Or via email to bbuchanan@waynesvillenc.gov

Applications will be accepted until June 7, 2019