



**From:** Human Resources Department

**RE:** Job Opening

**Department:** Streets & Sanitation

**Date:** May 25, 2016

**Position:** Public Works Capital Crew Leader- Streets & Sanitation

**Salary:** Starting at \$17.72 hr./\$36,866.14 annually with a 5% increase after a successful 6 month probation

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Participates in the work of crew members engaged in the construction and maintenance of Town streets, bridges and related structures, and to perform related work as required. This class works according to prescribed procedures but decides how or when to do things according to approved standards and specifications; work is reviewed regularly by supervisor.

### **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.

Provides leadership and participates in the work of crew members engaged in the construction, maintenance and repair of Town streets, storm drains, sidewalks, curbs and gutters.

Leads and participates in the maintenance of public grounds and rights-of-way.

## Capital Crew Leader- Streets & Sanitation

Operates vehicles and equipment such as a backhoe, excavator, front end loader, dump truck, asphalt packer, dirt packer, etc., to perform daily tasks such as repairing and patching streets, digging trenches, installing pipes, repairing, patching and construction new sidewalks, etc. .

Provides staff training in operational procedures and safe equipment operations. Inspects work in progress and at completion for compliance with policies, procedures, and standards of quality and safety; according to approved Town or NCDOT standards and specifications.

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

Prepares accurate and complete records of work performed. Enters and reports from a computerized work order system.

Attends training, meetings, workshops, as required to enhance job knowledge and skills. Requires coordinating or determining time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

Requires giving information, guidance or assistance to people to directly facilitate task accomplishment; may give directions or assignments to helpers or assistants.

Requires leading, operating or repairing complex machinery or equipment that requires extended training and experience, such as heavy construction equipment and vehicles. Involves operations of limited scope.

Requires performing coordinating work involving guidelines and rules, with constant problem-solving.

Must be able to calculate grades, slopes and elevation using a transit, sight level or similar equipment.

Responsible for actions of others, requiring almost constant decisions affecting co-workers, customers or others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

### **Mathematical Requirements**

Requires addition and subtraction, multiplication, and division, and/or calculating ratios, rates, percentages, area, and volume.

Must be able to calculate material estimates.

### **Language Requirements**

Requires reading routine sentences, instructions, regulations, procedures or work orders; writing routine sentences and completing routine job forms and incident reports; speaking routine sentences using proper grammar.

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 Preparation:**

Requires Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education with emphasis in engineering technology, business management, public works management or a closely related field, and/or any combination of education, skills and experience equivalent to a degree.

### **Special Certifications and Licenses:**

**Must possess a valid North Carolina class B commercial driver's license. Must have a Class A driver's license within 6 months. Can be a restrictive "A"; "no tractor-trailer"**

### **Experience Requirements:**

Requires a minimum of one year experience in public works operations and seven years of streets & sidewalk construction and maintenance.

### **Physical and Dexterity Requirements:**

Requires heavy work that involves exerting between 50 and 75 pounds of force on a recurring basis and over 100 pounds of force on a frequent basis. Must be able to perform basic life functions of climbing, balancing, stooping, crouching, reaching, standing, walking, lifting, pushing, pulling, fingering, grasping.

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, fumes and/or noxious odors, traffic, moving machinery, toxic/caustic chemicals, disease/pathogens.

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

**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 application/resume to:**

**Town of Waynesville,**

**Brittany Buchanan, HR Specialist**

**Human Resources Department**

**16 S. Main Street**

**Waynesville, NC 28786**

**Or via email to [bbuchanan@waynsvillenc.gov](mailto:bbuchanan@waynsvillenc.gov)**

**Applications will be accepted until June 24, 2016 at 5:00 p.m.**