

WE ARE HIRING

We Are Looking For:

- ✓ Water/Sewer Maintenance Crew Leader
- ✓ \$45,332.38 - \$72,531.85 (5% increase after successful 6-month probation)
- ✓ Excellent Benefits & Career Advancement Opportunities

APPLY NOW

The Town of Waynesville, NC

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

- Date: June 29, 2026
- Position: Water/Sewer Maintenance Crew Leader
- Department: Public Works – Sustainability Division – Water/Sewer Maintenance Team
- Reports To: Water/Sewer Maintenance Superintendent
- Hours: Monday – Friday 7:00 a.m. – 4:00 p.m.
(Must be able to respond to on call situations and emergencies related to Water & Sewer Department, as needed)
- Pay Grade 63: \$45,332.38 - \$72,531.85 Dependent Upon Experience
(5% increase after successful 6-month probation)
- FLSA Status: Non-Exempt
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DESCRIPTION OF JOB DUTIES

Individual in position performs semi-skilled and skilled work in the installation, repair and replacement of water and sewer lines, treatment facilities and related appurtenances, and to perform related work as required. This class works according to some procedures but decides how or when to do things; 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

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.

Operates tapping machine to make water and sewer taps and service connections

Lays water and sewer pipe; adjusts pipe to proper grade and depth with laser; repairs and replaces sewer and water lines and related facilities.

Installs, services and tests water meters and meter yokes.

Assists with meter installation, change-out and related tasks; assists with plumbing maintenance and repair work such as the installation and repair of fixtures and pipes.

Installs repairs and replaces fire hydrants, meters, valves, clamps and related pipeline apparatus; sets meter boxes.

Assists in cleaning up work sites at project completion; replaces landscaping damaged in construction projects, including sowing grass seed and installing shrubbery.

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Operates a front-end loader, dump trucks, jack hammers, tampers, pipe threading machines, tapping machines, trenchers, air compressors, boring machines, etc.; uses hand and power tools.

Inspects equipment for proper and safe working condition; performs minor maintenance of assigned tools and equipment as needed.

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

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

DATA INVOLVEMENT:

Requires summarizing, tabulating or formatting data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

PEOPLE INVOLVEMENT:

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

INVOLVEMENT WITH THINGS:

Requires leading, operating or repairing complex machinery or equipment that requires extended training and experience, such as water / wastewater plant equipment, or the application of complex software or systems; may involve installation and testing. Involves operations of limited scope.

REASONING REQUIREMENTS:

Requires performing skilled work involving rules/systems with almost constant problem-solving.

MATHEMATICAL REQUIREMENTS:

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

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.

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 PREPARATION:

Requires high school diploma or GED equivalent supplemented by formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in chemistry, biology or a closely related field.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid NC Driver's License.

Must possess a valid CDL-A.

Must possess or obtain North Carolina Level I Collections Certification within 12 months of employment to maintain employment.

Must possess or obtain North Carolina Distribution C Certification within 18 months of employment to maintain employment.

EXPERIENCE REQUIREMENTS:

Requires over one year and up to and including two years of experience in the operation and maintenance of machinery and equipment, preferably in a water or wastewater treatment plant.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires heavy work that involves exerting between 35 to 50 pounds of force on a recurring basis and 100 pounds of force on a frequent basis. Must be able to perform basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping and repetitive motion.

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, moving machinery, electrical shock, heights, toxic/caustic chemicals, disease / pathogens, confined spaces.

SENSORY REQUIREMENTS:

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

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JUDGMENTS AND DECISIONS:

Requires very few decisions affecting only the individual; works in a very stable environment with clear and uncomplicated written/oral instructions.

The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Interested applicants may submit an application to:

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

Or via email to bangel@waynesvillenc.gov

Applications will be accepted until filled.

