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The Town of Waynesville, NC

JOB DESCRIPTION

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.

Utility Maintenance Specialist

Department: Public Works: Water/Sewer Maintenance Division

Salary Range DOE: \$36,540.76 - \$58,420.49 Grade 57

FLSA Status: Non-Exempt

GENERAL DESCRIPTION OF CLASS

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.

ESSENTIAL TASKS

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

Lay 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.

Operates sewer jet and/or rudder to unstop sewer lines.

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.

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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.

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 public regarding areas of responsibility.

Attends meetings, training, seminars, etc., as appropriate to enhance job knowledge and skills
Additional duties as assigned.

DATA INVOLVEMENT:

Requires copying, transcribing, entering, or posting data or 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 public utility equipment and systems, heavy equipment, and vehicles; 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 basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas, and volumes.

LANGUAGE REQUIREMENTS:

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Requires reading technical instructions, procedures, manuals, and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format and grammar; speaking compound sentences using normal grammar and word form.

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, GED and specialized vocational training.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid North Carolina Commercial Driver's License; Tanker Endorsement N and Trailer Restriction (8), and Water Distribution Operation Certification or be able to obtain within 6 months from hire date.

EXPERIENCE REQUIREMENTS:

Requires over one year and up to and including two years of experience in plumbing or construction work.

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, crawling, crouching, reaching, standing, walking, lifting, pushing, pulling, fingering, grasping, feeling and repetitive motion.

ENVIRONMENTAL HAZARDS:

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

SENSORY REQUIREMENTS:

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

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JUDGMENTS AND DECISIONS:

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 accommodation to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

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.

Apply online: <https://www.surveymonkey.com/r/townofwaynesvilleapplication>

Or Scan the QR Code to apply online:



**Interested applicants may apply online or submit an application to:
Town of Waynesville
Attn: Human Resources Department
16 S. Main Street
Waynesville, NC 28786
bangel@waynesvillenc.gov**