

**“The Public Services Department is committed to providing quality, cost-effective, customer-oriented municipal services that enhance the quality of life for the citizens of Waynesville.”**

WAYNESVILLE PUBLIC SERVICES DEPARTMENT IS RECRUITING FOR

# MAINTENANCE TECHNICIAN



[WWW.WAYNESVILLENC.GOV](http://WWW.WAYNESVILLENC.GOV)

*Starting Salary:*

**\$31,503.75**

**5% SALARY INCREASE AT  
6 MONTHS OF SERVICE**

**APPLY IN PERSON OR ONLINE**

[WWW.WAYNESVILLENC.GOV/DEPARTMENTS/HUMAN-RESOURCES/CURRENT-VACANCIES](http://WWW.WAYNESVILLENC.GOV/DEPARTMENTS/HUMAN-RESOURCES/CURRENT-VACANCIES)

**CALL MATTHEW PRICE FOR MORE INFORMATION: 828-456-3706 EXTENSION 2326**



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 performance of their duties just as though they were actually written out in this job description.*

**Maintenance Technician**

Department: Public Works: Streets & Sanitation Division

Starting Salary Range: \$31,503.75 with 5% increase after probation

FLSA Status: Non-Exempt

The purpose of the class is to perform a variety of semi-skilled and unskilled work in the construction and maintenance of Town streets, storm drains and water lines, and in the collection of garbage; 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.

Performs semi-skilled and unskilled work in the construction, maintenance and repair of Town streets, storm drains and water lines.

Prepares materials to be used in resurfacing and patching projects; pours and smoothes asphalt.

Paints pavement markings as needed.

Assists in laying and connecting pipes.

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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.

Patches and repairs sidewalks and other paved areas; sets metal forms and pours concrete; smooths and finishes concrete.

Raises manhole covers; breaks up area around hole with jack hammer.

Performs simple landscaping work as required to repair work sites.

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.

Cuts grass along roadsides using push and tractor mowers and weed eaters.

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.

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, etc., as required to enhance job knowledge and skills.

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## **INVOLVEMENT WITH DATA, PEOPLE, AND THINGS**

### **DATA INVOLVEMENT:**

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

## **COGNITIVE REQUIREMENTS**

### **REASONING REQUIREMENTS:**

Requires performing semi-skilled work involving set procedures and rules but with frequent problems.

### **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 simple, repetitive manual, clerical or operating tasks following a few definite procedures; requires minor short-term planning; requires little attention for accurate results.

## **VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION**

### **VOCATIONAL/EDUCATIONAL PREPARATION:**

Requires a high school diploma or GED equivalent.

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**SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess a valid driver's license.

**EXPERIENCE REQUIREMENTS:**

Requires over three months and up to and including six months of experience in outdoor maintenance work, preferably street maintenance or construction work.

**AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

**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.

**ENVIRONMENTAL HAZARDS:**

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.

**SENSORY REQUIREMENTS:**

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

**JUDGMENTS AND DECISIONS**

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

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