

TOWN OF GRANITE QUARRY

MAINTENANCE TECHNICIAN JOB DESCRIPTION

Supervisor: Maintenance Supervisor
Exempt Status: Non-exempt

Salary Classification: Hourly

Minimum Qualifications: High School Diploma (or equivalent). Must be able to perform various repair and maintenance assignments. Ability to understand and follow oral and written directions and communicate clearly and effectively with co-workers and the public. This position must also possess the ability to operate, maintain and repair all department equipment, exercise good judgment, and be able to work independently. Knowledge of work zone traffic control and pesticide application. A valid NC driver's license is required.

Preferred Qualifications: 2 years of experience in Public Works (or related field), certification in work zone traffic control and pesticide application, able to operate a back hoe and above minimum qualifications.

Physical Activity Requirements: This position involves work requiring the employee to exert 50 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include kneeling, reaching, standing, walking, use of fingers, talking and hearing. Sufficient visual acuity is required to prepare and analyze data and figures and use measuring devices. An employee in this position will be exposed to indoor and outdoor environmental conditions throughout the year including extreme heat and cold. This employee is also subject to noise, vibration, work hazards, fumes & odors, smoke, dusts, oils and cutting fluids, working in close quarters or narrow passageways.

Duties and Responsibilities:

- Responsible for assisting with the construction, maintenance and operations of storm drains, parks, streets, sidewalks and any other related task.
- Responsible for the maintenance and operations of department equipment and reporting any needed repairs/maintenance of same to the Maintenance Supervisor.
- Responsible for following Town/Departmental policies and procedures.
- Responsible for promptly responding to citizen's inquiries and complaints as they relate to the Maintenance Department.
- Responsible for assisting with monthly limb pick up and seasonal leaf pick up.
- Responsible for assisting in the mowing and maintenance of all parks and in assisting in the maintenance of planted shrubbery and weed control.
- Responsible for assisting with edging, keeping sidewalks clean and safe, and painting cross walks.
- Responsible for performing various tasks related to street and drainage construction.
- Responsible for assisting in the running of a back hoe.
- Responsible for assisting with installation of various signs (traffic, park, etc.), painting cross walks and, assisting in the maintenance of fire hydrants.
- Responsible for assisting with breaking out sidewalks and driveways; grades and sets forms for sidewalks and driveways.

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This position is responsible to the Maintenance Supervisor and is subject to being on call 24 hours. This employee is also responsible for any and all duties and responsibilities deemed necessary by the Maintenance Supervisor to ensure the overall safety and appearance of the Town is maintained.

Should this position elect to serve as a volunteer for the Fire Department, he/she will be paid at his/her regular rate of pay during normal business hours. After normal business hours, this position will be considered a volunteer and compensated per incident in accordance with that policy.

Accepted by

Date

Witness

Date