

TOWN OF WHITE LAKE  
UTILITY MAINTENANCE TECHNICIAN

General Statement of Duties

Performs a variety of responsible unskilled and semi-skilled maintenance, repair, and construction work on streets, grounds, water distribution, sewer collection system, lift stations, wastewater treatment plant, and other public facilities.

Distinguishing Features of the Class

An employee in this class performs a variety of unskilled and semi-skilled labor tasks in the construction, maintenance, and repair of streets, water distribution system, wastewater collections, grounds, lift stations and other public facilities and areas. Work also involves reading water meters, landscape maintenance, wastewater treatment plant monitoring and maintenance and related work. Work involves operating construction equipment and a variety of tools, and light and medium equipment to build, repair and replace sections of water and sewer lines, asphalt repair and other infrastructure. Employees are subject to working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work is also subject to the final standards of OSHA on blood borne pathogens. Employees are also subject to on-call and call-back work. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

Duties and Responsibilities

Essential Duties and Tasks

Performs semi-skilled work in the construction, maintenance and repair of water and sewer lines; operates construction equipment such as dump trucks, street sweepers, back hoes, loaders, tampers, trenchers, mowers, air compression driven equipment, and other related light and medium equipment; performs preventive maintenance and minor repairs to equipment.

Performs water taps; repairs leaks and installs water lines; cleans and maintains sewer lines and culverts; repairs sewer line leaks; makes taps.

Participates in asphalt repair to streets and other street facilities.

Participates in erection, maintenance and repair of street signs and painting street markings.

Reads water meters on regular schedule; assist in repair of water meters.

Takes water distribution system samples and transports to laboratory.

Checks lift stations; takes readings; cleans and makes repairs.

Sprays pesticides to control mosquitoes.

Checks wells, takes readings; takes samples; performs minor test on samples; transports samples to laboratory for more complex tests; maintains and repairs wells.

Participates in mowing, mulching, planting, seeding, irrigating, and other landscape maintenance tasks.

Provides traffic flagging and control and ensures safe work zone when working around traffic.

Performs vehicle and equipment maintenance and minor repairs; keeps vehicles clean.

Prepares simple records of work activities.

Additional Job Duties

Performs related tasks as required.

### Recruitment and Selection Guidelines

#### Knowledges, Skills, and Abilities

Working knowledge of tools, materials and equipment used in public works and utility construction and maintenance work.

Working knowledge of the occupational hazards and safety precautions of the work.

Working knowledge of municipal maintenance and construction practices including some knowledge of water and sewer line, street, and/or grounds maintenance work.

Working knowledge of pumps and motors and water and sewer regulations.

Some knowledge of the Town's water and sewer utility customer service policies and procedures.

Some knowledge of traffic laws, ordinances and regulations pertaining to operations of motorized equipment.

Some knowledge of the application of information technology to the work.

Skill in the use of tools and operation and maintenance of assigned equipment.

Skill in customer contact.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with citizens, supervisors, and other employees.

Ability to deal courteously with the general public.

Ability to operate light to heavy construction and maintenance equipment with skill and safety.

Ability to prepare simple written records of work activities.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.

Must possess the visual acuity to operate mobile equipment such as the loader and dump truck in a safe manner, perform mechanical tasks, and to visually inspect the work performed.

#### Desirable Education and Experience

Graduation from high school and experience in semi-skilled maintenance, utility, or construction work; or an equivalent combination of education and experience.

#### Special Requirements

Possession of a valid North Carolina driver's license; may require possession of a commercial driver's license.

May require possession of pesticide applicator certification.

Prefer possession of grade I collection system or grade C distribution system certificate.

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.