

CLASS TITLE: MAINTENANCE WORKER I

PURPOSE OF CLASS: Under general supervision, performs various semi-skilled manual labor tasks and functions related to the Town's general maintenance functions; performs related work as required. This position is non-exempt under the Fair Labor Standards Act (FLSA). Pursuant to the Town's Organizational Chart, this position reports directly to the Foreman/ Equipment Operator.

PRIMARY TASKS:

- Operates various field equipment as required, in mowing, landscaping, weed eating and street cleanup; performs unskilled manual tasks as required.
- Reads water meters and make notes on meters that are not working correctly.
- Keeps Town Cemetery mowed and maintained.
- Picks up brush and debris in Town Cemetery.
- Assists during hurricanes and other disasters.
- Assists other public works units as required.
- Performs other duties as required.

WORKING CONDITIONS:

- This job requires working in adverse weather conditions, vehicular traffic, confined spaces and hazards involving the use of power tools and heavy equipment and exposure to hazardous chemicals and/or materials, insects and gases. Must possess visual acuity, hearing, touching and the full use of arms, hands, fingers, feet & legs. Must have the ability to lift and carry up to 100 lbs. for 50 feet

KNOWLEDGE, SKILLS & ABILITY:

- Ability to safely use various hand tools, mowers, bush hog, tractor, sickle bar, rake, shovel, and other specific equipment associated with area of assigned responsibility.
- Good working knowledge of standard practices, materials, tools and equipment utilized in the area of assigned work.
- Working knowledge of work hazards and applicable safety precautions associated with area of assigned work.
- Knowledge of the operation and maintenance of landscaping equipment.
- Ability to perform heavy manual work in varied weather conditions over long periods of time.
- Ability to read water meters accurately.
- Ability to understand and follow oral instructions.
- Ability to acquire knowledge of the operating details and procedures invoiced in performing a variety of manual tasks.
- Ability to establish and maintain effective working relationships with other employees.
- Work requires considerable light to moderately heavy physical activity including having sufficient strength to lift and carry tools and materials weighing up to 90 pounds. The job requires working in adverse weather conditions, vehicular traffic, confined spaces and

hazards involving the use of power tools and heavy equipment and exposure to hazardous chemicals and/or materials, insects and gases.

EDUCATION AND EXPERIENCE:

- Prefer the ability to read and write.
- Some experience in street maintenance and maintenance or any equivalent of training an experience that provides the required knowledge, skills and abilities.
- Possession of an appropriate valid North Carolina driver's license.

Approved & Adopted by the
Town of Burgaw Board of Commissioners

Date: _____