

Town of Marshall, North Carolina
Vacancy Announcement

Maintenance Worker

Position Summary:

The Town of Marshall is seeking applications for a full-time Maintenance Worker. The position is an essential part of Marshall's Public Works team with work performed in a variety of areas including water and sewer, sanitation, streets, and grounds maintenance. Work is performed outdoors and in all types of weather. Work is performed under the general direction of the Public Works Director or Maintenance Crew Leader. Work is reviewed through reports and observation of department activities. This position works a standard 5-day, 40 hour per week schedule with occasional overtime, including nights and weekends. Position is assigned an on-call weekend every five weeks, with extra pay for on-call weekends in addition to any overtime work performed while on-call. The position comes with generous benefits package including paid health insurance; dental, vision, and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays; participation in the Local Government/State retirement system, and 401k with 5% employer match. Certification pay increases are available as well. Uniforms are provided.

This position is non-exempt under the Fair Labor Standards Act.

Where to Apply:

Applications and full job requirements can be obtained at the Town of Marshall, 10 Derringer Dr, Marshall, NC 28753, between the hours of 8:00 and 4:30 Monday through Friday, or online at www.townofmarshall.org

Submit application and supporting documents to Town of Marshall in person, by email to administrator@townofmarshall.org, by mail, PO Box 548, Marshall, NC 28753. Position is open until filled.

The Town of Marshall is an Equal Opportunity Employer.

Salary Range: \$43,680 to \$49,920 annually (\$21.00 to \$24.00 hourly - Depending on Qualifications)

Major Duties:

- Installs and repairs water and sewer lines, water meters, valves, manholes, fire hydrants and other equipment. Reads water meters and reports results.
- Operates various equipment and heavy machinery within the public works field.

- Maintains knowledge of maintenance equipment and operation of vehicles, including the possession of a Commercial Driver's License. Must obtain Class B within Three-Years of hire date.
- Mowing of town road right-of-way and otherwise assists with general property and facilities maintenance.
- Operates equipment for snow removal/salt spreading on town streets during inclement weather.
- Assists in collecting garbage from assigned locations; picks up and places trash bags into collection truck.
- Responds to emergency maintenance repairs directed by Public Works Director and/or Maintenance Crew Leader.
- Performs other related duties as assigned.

Preferred Knowledge, Skills, and Abilities:

- Knowledge of repairing and installing water/ sewer lines.
- Knowledge of water and sewer line testing and searching for leaks.
- Skill in operating maintenance equipment.
- Ability to communicate effectively with town residents and crew members.
- Ability to identify and report maintenance needs of various equipment, grounds, and facilities.
- Ability to read instructions or work orders.
- Skill with basic addition and subtraction, such as making changes or measuring.
- Knowledge or skills in basic computing and programs such as Microsoft Office Suite.

Minimum Qualifications:

- Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- High School Diploma or equivalent.
- Possession of Class B Commercial Driver's License, or the ability to obtain within two years of initial employment.
- Must obtain a North Carolina certification in water (distribution/well) and/or sewer (collections/biological) within two years.
- Existing North Carolina water and wastewater certifications are preferred. Additional training will be required.
- Ability to perform heavy manual labor requiring exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions. Also, vocal communication requires to express or exchange, hearing to perceive information at normal spoken word levels, and visual acuity for depth perception, peripheral vision, visual inspection to operate motor vehicles or other equipment, determine the accuracy and thoroughness of work,

and observe general surroundings and activities. Work can involve exposure to inclement weather conditions; some personal safety hazards may be involved in work.

- Ability to understand and follow oral and written instructions from supervisor along with being an effective communicator with co-workers.