



Office of the Town Manager
114. N Raiford Street
Selma, North Carolina 27576
Phone (919) 965-9841
www.selma-nc.com

MAINTENANCE WORKER (Public Works/Facilities and Grounds)

General Statement of Duties

Performs semi-skilled and unskilled tasks in the Town's Public Works Department.

Distinguishing Features of the Class

An employee in this class is responsible for assisting with the maintenance and repair of the cemeteries. Work includes explaining Town policy related to the cemetery to the public; directing traffic; ensuring that internments are made on proper lots; assists with maintaining cemetery records; and enforcing cemetery rules and regulations. The employee is subject to hazards associated with building and grounds maintenance, including working in extreme temperatures. The employee in this class drives a dump truck and performs manual labor along Town rights-of-way. Additionally, the employee operates mowers, and other small engine equipment to mow Town rights-of-way and other property. Participates in manual tasks performing grounds maintenance and abides by safety rules and regulations. Work subjects the employee to inside and outside environmental conditions, noise, vibration, and hazards associated with maintenance work, fumes, odors, dusts, mists, gases, and oils. Work may be subject to the final OSHA standards on blood borne pathogens. Assignments are made daily and performed under general supervision. Work is evaluated through periodic conferences, observations and inspection of results achieved and review of records, reports, and files.

Duties and Responsibilities

Essential Duties and Tasks:

- Explains and enforces Town policies regarding the cemetery; assists the public with locating graves using maps.
- Operates a variety of tools and equipment; mows, trims, compacts dirt; operates a backhoe to open and close graves; uses shovel for finish work; rakes leaves and picks up trash.
- Participates in maintaining cemetery map of all plots and assists the public in locating plots.
- Coordinates with funeral homes as needed
- Operates both riding and push mowers to maintain Town rights-of-way and grounds; sows' grass, picks up trash and debris; operates leaf blower.
- Operates small equipment such as weed trimmers, edgers, chain saws, pole saws, and power tools.
- Places OSHA warning signage as necessary and flags traffic for other employees.
- Assists with asphalt and concrete repairs; cleans storm drains.

- During snow and storm events, helps clear Town rights-of-way and parking areas of snow and storm debris using dump trucks, snowplows, and other equipment.
- Follows relevant safety practices and procedures in equipment operation.

Additional Job Duties:

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

- Working knowledge of grounds and landscape maintenance methods.
- Working knowledge of basic maintenance and construction methods.
- Working knowledge of safety regulations, occupational hazards, and related safety precautions in the work.
- Skill in the use and care of assigned tools and equipment.
- Ability to understand and follow instructions.
- Ability to cooperate and work as a team member in carrying out assignments.
- Ability to perform continuous heavy manual labor at a steady pace and in varying weather conditions.
- Ability to walk for extensive periods of time.
- Ability to prepare simple records of work activities.
- Ability to communicate effectively with the public to respond to inquiries about Town services.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and the public.

Physical Requirements:

- Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform heavy work, exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to move objects.
- Must possess the visual acuity to make visual inspections of work assigned and completed.

Desirable Education and Experience:

Graduation from high school, and some experience in unskilled maintenance work; or an equivalent combination of education and experience.

Special Requirements:

- Possession of a valid North Carolina Driver's License.
- Ability to obtain a Pesticide Applicators' license within the timeframe set by the Town.

The salary for this position is \$29,577-\$45,818. The hiring range is \$29,577-\$37,697 which is a Grade 7. Position is open until filled.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf>. The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application.* It is preferred that all completed and signed Employment Applications be submitted via email to jeakes@selma-nc.com. Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Jennifer Eakes, Human Resources Director Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Jennifer Eakes either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.