



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

UTILITY MAINTENANCE MECHANIC

General Statement of Duties

Performs responsible semi-skilled to skilled work in the installation, replacement, repair and maintenance of water and sewer lines and pumping stations.

Distinguishing Features of the Class

An employee in this class performs work as part of a team engaged in the maintenance of sewer lines and maintenance and repair of water meters and lines. Work involves significant general public contact and knowledge of the water and sewer system and customer service policies in identifying problems, responding successfully to water leaks, meter malfunctions, sewer clogs, and other similar customer service issues. Work also requires maintenance and repair of water and sewer pumping stations. Employee is subject to working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as working in heavy traffic, loud noises, vibration, moving mechanical parts, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work may be subject to the final OSHA standards on blood borne pathogens. Employee is also subject to on-call and call-back work. Work is performed under regular supervision of the Public Services Director and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

Duties and Responsibilities

Essential Duties and Tasks:

- Participates with the crew on the maintenance and repair of water and sewer lines, meters, hydrants, valves and other appurtenances; makes water and sewer taps.
- Inspects, maintains and repairs water and wastewater pumps; makes mechanical, plumbing and electrical repairs.
- Inspects, takes readings, backwashes filters and adjusts chemical feed at wells and water plant; maintains records of work activities; takes samples; performs standard tests.
- Installs, inspects, replaces, locates, reads, tests, disconnects, and changes out residential and commercial water meters.
- Operates a specialized truck to remove sewer blockages with a water pressure jet, automated rodding machine, or vacuum pumping apparatus; enters manholes to clean out obstructions following confined space entry requirements.
- Operates construction equipment including back hoes, excavators, and loaders to dig, load dump trucks or for other purposes.
- Locates water and sewer lines and marks them for other utilities and various construction projects;

receives location requests through fax machine; locates and marks water and sewer lines.

- Operates tractor with bush hog attachment to mow and clear sewer easements.
- Operates video camera to inspect sewer lines for inflow and infiltration problems.
- Stocks and maintains assigned trucks and equipment.
- Prepares daily logs or other records.

Additional Job Duties:

- Performs other tasks as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

- Considerable knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of water and sewer lines and appurtenances.
- Considerable knowledge of the hazards associated with working around raw sewage and other work hazards and the associated safety precautions.
- Considerable knowledge of a variety of maintenance and manual methods and tasks involved in assigned tasks.
- Working knowledge of the municipal water and sewer service customer service policies and procedures.
- Working knowledge of the application of information technology to the work.
- Knowledge of mechanical, plumbing and electrical maintenance and repair of pumping stations.
- Some knowledge of well water plant operations and testing.
- Skill in customer contact and customer service.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and the general public.
- Ability to operate assigned equipment including back hoes, loaders, and dump trucks.
- Ability to read utility line maps and operation and service manuals and to understand and follow oral and written instructions.
- Ability to keep accurate detailed records.

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, feeling, talking, hearing, and repetitive motions.
- Must be able to perform very 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 keep records, inspect small parts and assemble them, read gauges, and operate a truck in a safe manner.

Desirable Education and Experience:

Graduation from high school and considerable experience in related utility maintenance and repair work; or an equivalent combination of education and experience.

Special Requirements:

- Ability to obtain a valid Class B North Carolina Commercial Driver's License within six months of hire.
- Ability to obtain collection system operator Level I certificate and/or distribution system operator Level C certificate and/or Well Operator Grade C within one year of hire.

The hiring range for this position is 36,000-41,000.

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 lblanton@selma-nc.com. Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, HR Director, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Leigh Ann Blanton 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.