



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

SENIOR MAINTENANCE WORKER (Public Works/Facilities & Grounds)

General Statement of Duties

Performs a variety of semi-skilled to skilled work in the maintenance and repair of Town buildings, facilities, systems, and Town cemeteries.

Distinguishing Features of the Class

An employee in this class is responsible for the maintenance and repair of Town buildings, cemetery, and grounds, and is responsible for providing leadership to other worker(s) engaged in these tasks. Work includes performing various tasks such as carpentry, masonry, welding, electrical, and plumbing repairs to buildings. Additionally, the employee operates earthmoving equipment, mowers, and other small engine equipment to maintain Town rights-of-way and cemeteries. Grounds activities involve mowing grass; landscaping and beautification; cleaning grounds; watering and fertilizing; trimming and pruning trees and shrubs; repair work on buildings; and other maintenance tasks. The cemetery work includes explaining Town policy related to the cemeteries; working with customer service to schedule burials; directing traffic; ensuring that internments are made on proper lots; assists with maintaining cemetery records and enforcing cemetery rules and regulations. The employee engages in significant public contact. Work is usually performed independently and may involve serving as lead worker when help is needed. Work subjects the employee to inside and outside environmental conditions, extremes in temperatures, and hazards associated with equipment operation including moving mechanical parts, noise, vibrations, electrical currents, working on ladders, dusts, fumes, oils, gasses, and mists. Work is subject to the final OSHA standards on blood borne pathogens. Duties are performed in accordance with established municipal ordinances and policies and accepted maintenance practices. Work is performed under general supervision of the Public Works Director, inspected while in progress and upon completion, for adherence to instructions and established standards.

Duties and Responsibilities

Essential Duties and Tasks:

- Plans, organizes, and supervises the day-to-day operations of the cemeteries.
- Explains cemetery policies and rules and regulations and enforces same.
- Maintains cemetery maps of all plots and assists the general public in locating plots.
- Supervises and performs full range of buildings maintenance such as repairing, installing, and replacing plumbing and electrical fixtures, replacing walls, doorknobs, windows, and other structures.
- Repairs and replaces bathroom fixtures, light fixtures, receptacles, switches, etc.
- Participates in the construction or repair of small buildings, ramps, and other structures; and/or participates in the construction or renovation of rooms.
- Operates small equipment such as weed trimmers, edgers, chain saws, pole saws, and power tools.
- Required to drive a town pickup truck with trailer to worksite locations.
- Required to operate earthmoving equipment.
- Obtains materials, supplies, tools, and equipment using established purchasing procedures.
- Trains and instructs worker(s) in the appropriate safety procedures and policies for the job and enforces their use.
- Participates in the Town's safety program and adheres to safety procedures and policies of the department.
- Coordinates the use of available equipment and materials to obtain maximum effectiveness and economy.

- Maintains work records, work authorizations, and other records and reports.
- Checks projects for progress and for conformance to work plans and orders.
- Requisitions and maintains equipment, tools, vehicles, and supplies for ready use by staff.
- Assists with special events and festivals and helps with setup and take-down.

Additional Job Duties:

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

- Considerable knowledge of the standard trade methods, materials, and equipment utilized in grounds and facilities maintenance.
- Considerable knowledge of municipal codes and ordinances and other regulations and practices applicable to public buildings and grounds operation and maintenance.
- Thorough knowledge of the occupational hazards and standard safety procedures associated with grounds and facilities maintenance work.
- Considerable knowledge of Town cemetery policies and procedures.
- Working knowledge of horticultural and landscaping principles, methods, and planting materials.
- Ability to plan, organize and supervise the work of others.
- Ability to recognize problems and make effective decisions to solve and prevent them.
- Ability to establish, prepare and maintain accurate and appropriate records.
- Ability to establish and maintain effective working relationships with peers, subordinates, and citizens.
- Ability to provide information to the public and represent the Town effectively.

Physical Requirements:

- Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, walking, pushing, lifting, fingering, grasping, talking, and hearing.
- Must be able to perform medium work exerting up to 100 pounds of force occasionally; up to 50 pounds of force frequently; and up to 20 pounds of force constantly to move objects.
- Must possess the visual acuity to read plans and designs, analyze data and figures, and to prepare and review records.

Desirable Education and Experience:

Graduation from high school and experience in semi-skilled trades work such as plumbing, electrical, carpentry work, grounds and landscape maintenance, including some general public contact and records maintenance experience, or an equivalent combination of education and experience.

Special Requirement:

- 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 \$34,239-\$53,041. The hiring range is \$34,239-\$43,640 which is a Grade 10. 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 rsommer@selma-nc.com. Other acceptable methods of receipt are via hand

delivery or U.S. Mail to the attention of Rhonda Sommer, Finance Director Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Rhonda Sommer either by email or phone (919) 965-9841, Ext 1010. 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.