



Public Works Maintenance Technician

The Town of Lewisville is recruiting for a professional to fulfill the position of a full-time Public Works Maintenance Technician. This position works closely with and at the direction of the Public Works Director.

This position requires a person with a variety of skills related to the operation, maintenance and repair of Town parks, facilities, streets and stormwater infrastructure. This position requires a person who is responsible, trustworthy and able to work as a team.

The ideal candidate is one who learns quickly and one who is capable of working in outdoor environment conditions.

The position requires graduation from high school and experience in grounds maintenance, construction, or facility maintenance work. A higher degree does not substitute for work experience.

More detailed information may be found in the complete job description attached.

Grade 51

Hiring Range: \$17.89 - \$20.00 hourly

Non-Exempt

PUBLIC WORKS MAINTENANCE TECHNICIAN

General Statement of Duties

Performs a variety of semi-skilled work in the daily operation and maintenance of Town of Lewisville facilities, properties, streets, and stormwater infrastructure.

Distinguishing Features of the Class

An employee in this class performs a variety of semi-skilled and physical tasks related to the operation, maintenance, and repair of Town parks, facilities, streets, and stormwater infrastructure. The work involves a wide range of activities and responsibilities and may require occasional night and weekend work. The Public Works Technician functions as a part of a team that performs light maintenance on streets and stormwater infrastructure, attends to signage needs, cares for park and playground areas, assists in the upkeep of several Town facilities, and participates in setup and staffing for events.

The position requires the ability to operate a Town vehicle and light to medium equipment related to general maintenance, landscaping, and custodial care. Employees are subject to hazards related to street maintenance work as well as those associated with working in both indoor and outdoor environments and in extreme hot and cold weather. There are also potential hazards such as excessive noise, proximity to moving mechanical parts, vibrations, dust, mists, fumes, and oils. Work is subject to the final standards of OSHA on blood-borne pathogens. Work is performed under regular supervision in accordance with specific instructions and within defined procedures. Work is reviewed while in progress and upon completion for adherence to instructions and established standards, and public safety.

Duties and Responsibilities

Essential Duties and Tasks

- Performs street maintenance work; prepares asphalt materials for patching/repair of potholes and minor pavement damage; performs road shoulder and minor sidewalk repairs; clears streets of debris and dead animals; operates tamp and other equipment
- Maintains storm drains, catch basins, dam overflows, and ditches in Town right-of-way to facilitate stormwater drainage
- Assists in management and maintenance of park properties; maintains and inspects play equipment; maintains trails; attends to disc golf course and other active park amenities; installs benches, signs, and other park equipment
- Performs light clearing and debris management when storm damage results in blocked streets or pathways
- Sets up safety cones, signs, barriers, and may flag traffic around construction sites.
- Operates tractor, UTV, snowplows, chainsaws, and other equipment
- Fabricates and installs new and replacement street signs; digitally creates, cuts, and applies stickers; maintains an inventory of sign blades, poles, and related material.
- Performs minor building maintenance and light construction work including painting, carpentry, replacing light bulbs, replacing sink parts, repairing building walls, unclogging toilets, moving furniture, and minor repairs; assists building maintenance staff in more skilled trades work

- Participates in event preparation/setup/cleanup at Mary Alice Warren Community Center, and assists with janitorial duties there.
- Staffs night/weekend events on a rotational basis; assists with event setup and takedown; transports and sets up tables, chairs, tents, barricades, trash cans, decorations, and other items required for events; cleans up during and after events; performs other preparation work for rentals and events as required.
- Cleans and maintains the Public Works shop area; ensures cleanliness and proper storage of tools and equipment after use

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Working knowledge of standard practices, materials, tools, and equipment utilized in the assigned work.

Working knowledge of work hazards and applicable safety precautions associated with facility and landscaping maintenance and repair.

~~Working knowledge of landscape maintenance and horticultural procedures.~~

Working knowledge of the proper placement of traffic safety signs and cones.

Skill in the operation of assigned grounds maintenance equipment and construction tools utilized in the work

Ability to understand and carry out oral and written instructions effectively.

Ability to work cooperatively as a team member.

Ability to complete simple records.

Ability to safely operate and use a variety of hand tools and power equipment and perform simple maintenance and repairs.

Ability to establish and maintain effective working relationships with other employees and supervisors, and deal effectively with the general public.

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, fingering, grasping, feeling, talking, hearing, and performing 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 20 pounds constantly to move objects.

Must possess the visual acuity to operate light to medium equipment and distinguish details and differences in quality, as well as for safety, and read simple records or instructions.

Desirable Education and Experience

Graduation from high school and some experience in grounds maintenance, construction, or facility maintenance work; or an equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Special Requirement

Possession of a valid NC Driver's License.