

# TOWN OF BELVILLE

## JOB DESCRIPTION

**Title:** Public Works Technician/Parks and Recreation Technician    **Department:** Transportation/Streets/Parks and Recreation    **Pay Grade:** 9 , Salaried    **Status:** Non-exempt    **Prepared by:** Athina Williams, Town Administrator    **Approved by:** Board of Commissioners    **Approved Date:** June 23, 2014    **Employee Designation:** Full-Time Employee

### **NATURE OF WORK:**

This employee performs various general maintenance, manual labor and cleaning tasks associated with ensuring the safety and upkeep of parks, facilities, grounds, streets and related areas in and around the Town limits.

Work, while performed independently in most cases, follows a well established routine and is done under the general supervision and monitoring of the Town Administrator.

Employee performs a variety of tasks involving manual labor and requiring the use of hand tools and light equipment operation. Work involves street maintenance, general housekeeping, building cleaning, parks, facilities and grounds maintenance work. Work involves street sign maintenance, and minor facility and equipment repair. Work assignments are repetitive in nature and can usually be performed with little supervision. Employee must follow required safety methods to avoid injury and exposure to various hazards such as noise, moving mechanical parts, or dusts. Work is performed under direct observation of the Town Administrator and reviewed while in progress and upon completion to determine that proper work methods are being followed and that assignments are carried out accordingly.

Employee implements the emergency preparedness and response plan as directed by the Town Administrator and the Board of Commissioners.

Employee also assists the Town Administrator with the preparation of proposals and grant applications, and performs professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities.

**ESSENTIAL DUTIES:** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

- Removes damaged sections of pavement and fills holes with patching materials.
- Performs minor service to vehicles and equipment, including checking fluid levels and tire pressure.
- Performs landscaping duties including pruning, planting and mulching flower and shrub beds and trees and sprays herbicides/pesticides.
- Performs maintenance, minor construction and repair duties on recreational facilities and playgrounds and picnic areas.
- Cleans restrooms and collects debris from park grounds and facilities.
- Schedules activities and programs and monitors program registration.
- Removes limbs, fallen trees, debris from streets, controls vegetation and cleans storm basins and drainage systems.
- Checks equipment to ensure proper operation and may perform minor troubleshooting and maintenance.
- Removes debris and dead animals from streets/rights-of-way.
- Erects, repairs and maintains street signs and informational signs.
- Prepares various paperwork, work records and reports for daily and weekly activities.
- Maintains public relations and interpersonal skills using tact, patience and courtesy.

### **OTHER JOB DUTIES:**

- Investigates complaints and enforces zoning code violations such as illegal signage, noxious weeds, etc., as directed by the Town Administrator.
- Responds to animal control calls, as outlined in the inter-local agreement.
- Maintains inventory of all equipment, prepares town emergency kit, fuels all vehicles, secures exposed windows and doors, ensures availability of battery packs and generator, contacts residents with special needs, checks construction sites for security and notifies contractors to prepare for shutdown, contacts portable toilet companies, elevates office equipment.
- Assists the Town Administrator in the development of funding sources for capital improvement projects as well as coordinates the development, writing, and submission of grant proposals to third-party entities in the area of transportation planning, bicycle and pedestrian planning, storm water management, water and sewer , solid waste management and community development.
- Coordinates with local, state and federal agencies that provide assistance to the town such as Brunswick County Operations Services, Brunswick Regional Water and Sewer (H2GO) and the North Carolina Department of Transportation (NCDOT).

- Acts as a liaison between the town and consultants hired by the town for specific grant writing purposes.
- Attends monthly transportation meetings and discussions in which decisions affecting town projects are made.
- Assists the Town Administrator in the coordination and planning of funding program activities and special events, including the prioritization and scheduling of activities to guide program efficiency and effectiveness.
- Performs related duties as required and/or assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Superior oral, and written communication skills.
- Ability to operate a variety of office equipment, including computers and other electronic equipment.
- Working knowledge of applicable laws, codes, regulations, policies and procedures.
- Skill in handling mechanical equipment including mowers, weed eaters, blowers, chainsaws and other tools.
- Working knowledge of turf management, landscaping methods and techniques.
- Ability to follow oral and written instructions.
- Working knowledge of safety precautions, work hazards, related liabilities and applicable safety standards (Occupational Safety and Health Act).
- Ability to maintain effective working relationship with employees, supervisors, outside agencies and the general public.
- Ability to collect, analyze and interpret data and distinguish and identify funding opportunities for special programs.
- Ability to organize and conduct various research studies.
- Ability to implement systems and follow-up processes, effectively work under pressure and produce a quality work product within limited time constraints.
- Ability to manage, prioritize and coordinate multiple projects.

### **PHYSICAL REQUIREMENTS**

- Must be able to physically perform the basic 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 physically 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 ability to operate mechanical equipment.
- Work involves general physical hazards of working with equipment in operation and exposure to inclement weather conditions.
- Personal protective equipment such as safety shoes, eyewear, ear plugs, gloves, and vests must be worn.

### **EXPERIENCE AND TRAINING**

- A high school diploma or GED is preferred with some experience in related maintenance tasks; or an equivalent combination of education and experience.
- Must possess a valid North Carolina driver's license.

**This job description does not create an employment contract, implied or otherwise.**

**The Town of Belville is an Equal Opportunity Employer**