

**TOWN OF WILSON'S MILLS**  
**JOB DESCRIPTION FOR**  
**MAINTENANCE WORKER**

**ESSENTIAL FUNCTIONS**

- Maintain various town hall and athletic park building & grounds
  - Work to maintain directional and safety signs on town-owned streets.
  - Work to maintain street name signs within the town's incorporated limits and extraterritorial jurisdiction.
  - Assists Public Works Supervisor to maintain town-owned street conditions through review and through following the town's Street Improvement Plan
  - Have knowledge of ordinances on sign requirements on town streets
  - Maintain sign inventory of all signs on town streets.
  - Duties are performed under the supervision of the Public Works Supervisor and are evaluated through conferences and review of ongoing and completed projects.
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**SPECIFIC DUTIES AND RESPONSIBILITIES**

**Maintenance:**

- Upkeep of all equipment at town hall
- General maintenance of the buildings – Town Hall and Community Park building – including but not limited to, light fixtures, moving of furniture, minor repairs to buildings & equipment, and minimal minor maintenance of any plumbing or HVAC not requiring licensed work.
- Routine cleaning and trash collection in town hall offices and athletic park property
- Grass mowing and weed eating around town hall property, athletic park property, and some town-owned street rights-of-way
- Assist with manual labor duties before, during, and after various Town events throughout the year.

**Mechanic:**

- Perform light mechanic work to Town Fleet.
- Ability to perform oil changes.
- Ability to do brake jobs.
- Ability to mount and balance tires.

**Streets:**

- At direction of Public Works Supervisor, coordinate placement or replacement of directional and safety signs on town-owned streets.
- At direction of Public Works Supervisor, coordinate placement or replacement of street name signs.
- Prepare request to Public Works Supervisor with proper information for any repairs needed requiring bids for contract work.

### **Animal Control:**

Perform animal control duties as follows:

- Receive citizen complaints or reports of stray or vicious animals
- Coordinate with Public Works Supervisor and/or Police Chief any assistance needed in the event of vicious animal pick-up, or in events of owned animals causing a nuisance with other property owners
- Maintain pet registration records for all in-town residents by obtaining forms, receiving payments, sending letters to those not in compliance and scheduled for renewal

### **General Duties:**

- Complete log sheets for ongoing daily/monthly activities, Powell Bill and other departmental revenues & expenditures, and complete other forms as needed for various aspects of position for reporting, submission to different agencies, and for evaluation purposes as needed.
  - Adhere to all safety standards for each aspect of position throughout work period.
  - Obtain required safety training / certifications at the request of the Public Works Supervisor
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## **KNOWLEDGE AND QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

- Ability to write professional technical reports as needed.
  - Ability to enforce requirements tactfully and firmly in a consistent, but respectful manner.
  - Ability to establish and maintain effective working relationship with Town staff, elected officials, and supervisors, State officials, property owners and the general public.
  - Minimum education requirements include a High School Diploma or GED, or equivalent experience considered.
  - Minimum requirement of possessing a valid NC drivers license for the past 5 years.
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## **SALARY RANGE (Effective January 2024)**

Grade 11: \$35,995 - \$53,992

*Hiring salary and increases dependent upon qualifications and experience.*