

**TOWN OF FOUR OAKS**  
**PUBLIC WORKS TECHNICIAN**  
**Job Description**

**GENERAL DESCRIPTION OF DUTIES**

**Meter Reader:** Performs field clerical work in reading water meters and in connecting and disconnecting water service.

**Utility Maintenance:** Performs responsible unskilled and semi-skilled work in the installation, replacement, repair and preventive maintenance of water and sewer lines and appurtenances.

**Street Maintenance:** Performs a variety of unskilled and semi-skilled manual labor tasks, light equipment operation and other duties as required within the Public Works Department.

**DISTINGUISHING FEATURES OF THE CLASS**

**Meter Reader:** Reads water meters entering readings into hand held computer and connects and disconnects water services. Work is performed alone or with a helper. The employee is subject to the hazards of various kinds of animals and work may be performed under varying weather conditions. Work is performed under regular supervision and evaluated on the basis of observation, complaint activity, and accuracy of readings taken.

**Utility Maintenance:** Performs a variety of unskilled and semi-skilled work as a member of a crew engaged in the construction, installation, and repair of water and sewer lines. Work involves the operation of construction equipment in the installation, replacement, and repair of water and sewer pipes to specific grade and depth, and back filling and compacting the site. Work also includes connecting taps to water and sewer mains, installing hydrants, meters, and valves, and making repairs to the water and sewer system. Employees are subject working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work is also subject to the final standards of OSHA on blood borne pathogens. Employees are also subject to on-call and callback work. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

**Street Maintenance:** Employees in this class perform a variety of semi-skilled and unskilled manual labor tasks in the construction, maintenance, and repair of streets and other facilities. Work involves operating light to medium equipment, pouring and finishing concrete, painting and installing signs, cleaning storm drains and catch basins, mowing, collecting leaves, collecting yard waste and trash, assisting in minor repair of equipment and vehicles. Employees are subject to hazards in streets maintenance work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as noise, proximity to moving mechanical parts, vibrations, dusts, mists, fumes, oils, tight quarters, and narrow passage ways. 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.

## **DUTIES AND RESPONSIBILITIES**

### **ESSENTIAL FUNCTIONS AND TASKS**

#### **METER READER**

- Reads water and electric meters on an assigned route; records meter readings by entering into hand held computer.
- Turns water service on and off, re-reads meters, investigates leaking meters or other possible reasons for high water usage.
- Drives pick-up truck to route.
- Changes out meters and/or meter boxes.
- Performs minor maintenance and repair on vehicles and equipment.

#### **UTILITY MAINTENANCE**

- Operates tapping machine to make water and sewer taps and service connections; sets meter boxes and installs meters.
- Lays water and sewer pipe; repairs and replaces sewer and water lines and related facilities.
- Installs, services, and tests water meters and meter yokes.
- Operates the sewer rod and/or jet machine to unstop sewer lines.
- Participates in hydrant and valve exercising and maintenance programs; locates existing lines and valves to update maps or mark for other contractors.
- Operates backhoe, front-end loader, dump trucks, jackhammers, tampers, pipe threading machines, tapping machines, trenchers, air compressors, and boring machines.
- Installs hydrants, meters, valves, clamps, and related pipeline apparatus; sets meter boxes; repairs and replaces fire hydrants.
- Completes work order forms.
- Drive large compacting garbage truck to collect yard waste or trash.

#### **STREET MAINTENANCE**

- Maintains and repairs town streets, sidewalks, storm drainage, etc.
- Prepares asphalt materials for resurfacing and patching.
- Prepares concrete materials for resurfacing and patching.
- Cleans storm drains and catch basins; mows, trims, and landscapes work area.
- Sets up safety cones and signs and may flag traffic around construction sites.
- Participates on team to erect street signs.
- Mows rights-of-way or other public grounds with tractors, riding, and push mowers; trims weeds and shrubbery using handheld equipment; trims trees with chain saws.
- Performs routine equipment checks for proper operation.

### **ADDITIONAL JOB DUTIES**

- Performs duties as listed above, but not limited to. Performs other duties as assigned.
- If member of Four Oaks Fire Department, required to respond to structure fire calls within the Four Oaks Fire District.

### **DESIRABLE EDUCATION AND EXPERIENCE**

Graduation from high school and experience in construction-related utility work, including light to medium equipment operation experience; or an equivalent combination of education and experience is desirable

### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license

Ability to obtain a valid North Carolina commercial driver's license (CDL)

Ability to obtain any water and/or sewer certifications as required by the State of North Carolina within 12 months of hire date if asked to do so.

### **RECRUITMENT AND SELECTION GUIDELINES**

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

- Considerable knowledge of work hazards and applicable safety precautions associated with assigned area of work.
- Considerable knowledge of street layout and meter locations on assigned routes.
- Working knowledge of the tools, materials, and equipment used in the installation, replacement, maintenance and repair of utility lines.
- Knowledge of a variety of maintenance and manual methods and tasks involved in the installation, maintenance, repair, and replacement of utility lines
- Knowledge of the functional operation of water meters
- Knowledge of the safe use and operation/preventive maintenance of common automotive and mechanical equipment
- Working knowledge of the use of common hand and power tools.
- Some knowledge of the proper placement of traffic safety signs and cones
- Some knowledge of the municipal water and sewer service policies and procedures
- Skill in the operation of a light and medium size construction equipment
- Ability to read utility line maps, operation and service manuals and to understand and follow oral and written instructions
- Ability to read and record meter readings accurately; having ability to make mathematical calculations accurately.
- Ability to work without close supervision; having the ability to understand and follow oral and written instructions
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and the public
- Ability to work in varying weather conditions

#### **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 in excess of 100 pounds of force occasionally; and/or 50 pounds of force frequently; and/or 20 pounds constantly to move objects.

- Must possess the visual acuity to operate mobile equipment such as loaders and dump trucks in a safe manner to fit pipes and other parts, read gauges, and make written records.
- 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.