

# Personnel/Position Restructuring for Public Works

For Fiscal Year 2019 – 2020, there were three (3) new positions allocated for Public Works as follows:

- 2 positions General Utility Worker III – Grounds, Grade 17
- 1 position General Utility Worker III – Maintenance, Grade 17

## Revised Position Request

- 2 – General Utility Worker III – Grounds (Grade 17)
- 1 – General Utility Worker III – Maintenance Mechanic I – (Grade 18)      New hybrid position split between  
Maintenance/Grounds

## Eventual Grade Career Path

- General Utility Worker III – Grade 17 (existing)
- General Utility Worker III – Maintenance Mechanic I – Grade 18 (to be created)
- Maintenance Mechanic I – Grade 19 (Reserved for future)**
- Maintenance Mechanic II – Grade 20 (existing)



Jackson County

# General Utility Worker III – Maintenance Mechanic I

## Job Description

<b>Working Job Title:</b>	General Utility Worker III – Maintenance Mechanic I	<b>Status:</b> (FT or PT)	Full-Time
<b>Classification Job Title:</b>	General Utility Worker III - MMI	<b>Function of Government:</b>	Public Works
<b>Department:</b>	Public Works/Grounds	<b>FLSA Classification:</b>	Non-Exempt
<b>Reports To:</b>	Maintenance Crew Leader II	<b>Grade:</b>	18

### I. Primary Purpose of Position

This hybrid position provides maintenance and grounds support for county owned properties and facilities.

### II. Essential Job Functions (Duties and Responsibilities)

- Performs carpentry work such as remodeling and various building maintenance tasks in county buildings.
- Assists with plumbing repairs, drain clearing, and new installations.
- Assists with electrical repairs, including wiring new circuits, replacement of lighting fixtures.
- Assists HVAC mechanic with filter changes and performs minor preventative maintenance.
- Completes assigned maintenance workorders.
- Perform preventative maintenance needs.
- Paints various surfaces and repairs walls and surfaces.
- Replaces ceiling tiles and grids as required.
- Performs masonry repairs and new project construction.
- Responds to after-hour calls for emergency service/repair.
- Installs and resets state road signs.
- Cuts hazardous trees and any other type of tree work.
- Scrapes roads, parking lots, walking trails; hauls gravel and cleans ditches.
- Hauls mulch throughout county and assists in spreading mulch.
- Aerates grounds in late spring and early fall (two to three weeks per application).
- Fertilizes, limes, and over seeds all county properties late fall and early spring (two to three weeks per application).
- Sprays crabgrass on athletic fields in early spring.

- Sprays broadleaf foliage and post herbicide as needed throughout growing season.
- Operates heavy equipment including backhoes, tractors, and dump trucks throughout the county.
- Repairs grounds (seed, sod, dirt) as needed.
- Assists landscaping and ball field crews as needed.
- Removes snow on all county and school properties.
- Assists in special projects.

**III. Other Job Functions**

- Other duties as assigned.

**IV. Knowledge, Skills, and Abilities**

- Experience performing carpentry repairs and remodeling.
- Experience with heavy equipment operation.
- Ability to work independently.

**V. Education and Experience Requirements**

- High School Diploma or GED required.
- Five years of directly related experience required.

**VI. Special Requirements**

- Valid NC driver license.
- Pesticide Operators license.

**VII. Supervisory Controls**

The work is performed under the general direction of the Maintenance Crew Leader II. The Maintenance Crew Leader II identifies the overall objectives and goals of the department and assigns work. The work is performed independently. The supervisor makes assignments by defining objectives, priorities and deadlines and assists the employee with unusual situations. The employee plans and carries out successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted job practices.

**VIII. Supervision Given**

This position does not directly supervise any other position.

**IX. Guidelines**

The employee is to exercise sound judgment and is required to adhere to federal, state and county guidelines in the form of manuals, written policies, laws and operational directives.

**X. Complexity**

- Manual tasks include maintenance, repairs, equipment operation.
- Decisions may involve the assessment of unusual circumstances.

**XI. Scope and Effect**

Provide support of Public Works operations under the general direction of Maintenance Crew Leader II.

**XII. Personal Contacts**

Personal contacts may with co-workers and supervisors and on occasion with the public during the performance of duties.

**XIII. Purpose of Personal Contacts**

To plan, coordinate, communicate or resolve problems.

**XIV. Physical Demands**

- Work is performed while standing, sitting, stooping, walking or during equipment operation.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull heavy objects weighing in excess of 74 pounds.
- Requires exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

*Jackson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**XV. Work Environment – Exposure Control**

Normal work activity is usually without blood or body fluid exposure; however, exposure may occur in an emergency. Personal protective equipment should be available and used. The work environment involves risks to potentially dangerous or unusual environmental stressors that require a range of safety and other precautions.

**XVI. Signatures**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date