



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

The Town of Kill Devil Hills is accepting applications for the following position:

UTILITY MAINTENANCE TECHNICIAN

This position performs responsible semi-skilled work in the reading, installation, replacement, repair, and preventive maintenance of water meters, lines, and other utility appurtenances. Work involves the operation of construction equipment in the installation, replacement, and repair of water and sewer pipes to specific grade and depth, and backfilling and compacting the site. Makes taps to water and sewer mains, installs hydrants, meters, and valves. Reads water meters. Possession of valid N.C. driver's license and ability to obtain grade C water distribution and/or meter certification within 12 months of hire is required. Starting pay: \$34,984 with an excellent benefits package. Applicants not meeting the minimum requirements may be considered at a training rate of pay.

Town of Kill Devil Hills Employment Applications must be received in the **Administration Department by 5:00 p.m. on Friday, February 2, 2018** submitted to:

Town of Kill Devil Hills
ATTN: Mr. Shawn Murphy, Assistant Town Manager
102 Town Hall Drive
P.O. Box 1719
Kill Devil Hills, NC 27948

To receive an application, please call (252) 449-5300, check the website at www.kdhnc.com, or come to the Town Hall Administration Department.

The Town of Kill Devil Hills is an Equal Opportunity Employer.

UTILITY MAINTENANCE TECHNICIAN

General Statement of Duties

Performs responsible semi-skilled work in the reading, installation, replacement, repair, and preventive maintenance of water meters, lines, and other utility appurtenances.

Distinguishing Features of the Class

An employee in this class performs a variety of unskilled and semi-skilled work as a member of a crew engaged in the reading, construction, installation and repair of water meters, lines and appurtenances. Work involves the operation of construction equipment in the installation, replacement, and repair of water pipes to specific grade and depth, and back filling and compacting the site. Work also includes making taps to water mains, installing hydrants, meters, and valves, reading meters, and making repairs to the water 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 call-back work. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

Duties and Responsibilities

Essential Duties and Tasks

Operates tapping machine to make water taps and service connections; sets meter boxes and installs meters.

Lays water pipe; repairs and replaces water lines and related facilities.

Locates and marks water lines and appurtenances for other utilities and contractors.

Reads water meters; installs or changes out meters; maintains and repairs meters; connects and disconnects water service; hangs door tags to communicate with customers; investigates leaks and high bill problems; adds account number and route number for new water accounts; verifies and identifies meter numbers.

Installs, services and tests water meters and meter yokes.

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, jack hammers, 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.

Assists with observing and inspecting the work of contractors.

Completes work order forms.

Maintains assigned vehicles and equipment.

Additional Job Duties

May back up other staff or other divisions.

Performs other related tasks as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Working knowledge of the tools, materials, and equipment used in the installation, replacement, maintenance and repair of utility lines.

Working knowledge of a variety of maintenance and manual methods and tasks involved in the installation, maintenance, repair, and replacement of utility lines and appurtenances.

Working knowledge of the use of common hand and power tools.

Working knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.

Knowledge of the municipal water service policies and procedures.

Knowledge of the application of information technology to the work.

Skill in customer contact and collaborative conflict resolution.

Skill in the operation of light and medium size construction equipment.

Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.

Ability to read utility line maps and operation and service manuals and to understand and follow oral and written instructions.

Ability to complete simple reports.

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 up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.

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.

Desirable Education and Experience

Graduation from high school and experience in construction-related utility work including heavy equipment operation experience; or an equivalent combination of education and experience.

Special Requirements

Possession of valid North Carolina driver's license.

Ability to obtain grade C water distribution and/or meter certification within twelve months.

Kill Devil Hills

2002

2006

2015

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.