

Town of Boonville
September 5, 2017 Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 9/5/17 regular meeting: Mayor Rusty Hunter, Commissioners Devin Carter, Bonnie Lasky, and William Paul Baity. Also in attendance were Town Attorney James Freeman, Town Administrator Sarah Harris, Police Chief Farron Jester, Finance Officer/Town Clerk Kim Wells, and Public Works Director Jeff Jones. Commissioner Tony Reece was absent.

I. Call to Order and Welcome: Mayor Hunter called the 9/5/17 meeting to order at 7:00 p.m.

II. Conflict of Interest Issues and Approval of Agenda: Commissioner Baity motioned to adopt the agenda. Commissioner Carter seconded, and the motion passed unanimously.

III. Adoption of minutes –8/1 regular session, 8/1 closed session: Commissioner Lasky motioned to adopt the minutes of the 8/1 regular session and 8/1 closed session. Commissioner Baity seconded, and the motion passed unanimously.

IV. Public Comments: None were voiced.

V. Old Town Business:

A. Update on Water and Sewer Projects: Public Works Director Jones reported on the work being done at the wastewater treatment plant. The Board members discussed the need for a change order and the options of the project scope. The consensus of the Board members was to pursue a change order request in the amount of \$6,000 and to eliminate plant 3 from the project scope.

B. QS1 Software Update: Finance Officer/Town Clerk Wells informed the Board members on the software conversion status. She presented the Board members with options regarding in-house credit card payments and other equipment needed for the conversion. It was the consensus of the Board members to purchase the receipt printer and send a phone tree message informing residents when the office will be closed for training and that the Town will no longer accept credit card payments in Town Hall.

VI. New Town Business:

A. Police Department Holiday Payout: The Board members discussed Discussion the holiday payout presented for several police officers. Commissioner Baity motioned to approve the police officers holiday payout as presented. Commissioner Lasky seconded, and the motion passed unanimously.

B. RMS Invoice Approval: The Board members discussed the proposed annual RMS invoice. Commissioner Lasky motioned to approve the Southern Software invoice of \$2,250. Commissioner Carter seconded, and the motion passed unanimously.

C. A.I.A. Grant: Town Administrator Harris informed the Board members of an Asset Inventory Assessment grant that was available. She stated the Town could possibly receive a grant of \$150,000 each for water and sewer requiring a match of 15 percent which could include in-kind dollars. She stated that if no in-kind match was used, the total cost would be \$22,500 for each grant awarded. Ms. Harris stated West Consultants would charge the town \$500 per application and would be the engineer used for the project. Discussion followed. Ms. Harris stated there were funds budgeted that could be used for this project. Commissioner Lasky motioned to approve the A.I.A. grant application and resolutions. Commissioner Carter seconded. Discussion followed on the likelihood of being awarded the grant. The motion passed unanimously.

D. Consensus on Cornfield Well: Public Works Director Jones presented the invoice for Yadkin Well. Discussion followed on action needed to be taken to ratify the consensus made in August via telephone. Commissioner Lasky motioned to approve the invoice for Yadkin Well Company in the amount of \$13,108.94. Commissioner Baity seconded, and the motion passed unanimously.

E. Public Works Job Description: Town Administrator Harris presented updated Public Works Department job descriptions that have verbiage included for standby time. Commissioner Lasky motioned to approve the new verbiage in the job descriptions for Public Works Technician, Public Works Technician I, Public Works Technician II, and Public Works Technician Senior. Commissioner Carter seconded, and the motion passed unanimously.

VII. Reports and announcements:

A. Mayor's report: Mayor Hunter had no items to report.

B. Interim Town Administrator's report: Town Administrator Harris reported on the committees and stated that the BBDDA was currently working on creating a new website. She reported on

business closings and openings in town. Ms. Harris stated that she would start the Leadership Yadkin County class in September. She also informed the Board members of upcoming town events. She reported on a potential service the Board members may be interested in pursuing where a consultant would perform an inventory of buildings in town and market them to potential developers. Although there is a cost for the service, this may be an option the Board members would like to consider.

C. Finance Officer's report: Finance Officer Wells stated that Town Hall was anticipating Charles Scott's visit sometime in September so the Fiscal Year 2017 audit process can start.

D. Public Works Director's report: Public Works Director Jones reported that the Public Works Department had been clearing land at the sewer plant for a vegetation buffer. He stated that Municipal Engineering was working on an extension for the new well site.

E. Police Chief's report: Police Chief Jester reported on various break-ins around town. He stated the Department would be using some of their Governor's Safety Points in October. Chief Jester reported the items purchased for the Police Department would take approximately six months to arrive after being ordered.

F. Departmental Commissioner's Reports: There were no reports.

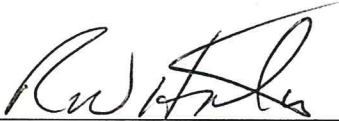
G. Committee reports as needed: There were no reports.

VII. Closed Session per NCGS 143-318(a)(3&6): Commissioner Baity motioned to go into closed session per NCGS 143-318(a)(3&6). Commissioner Lasky seconded, and the motion passed unanimously at 7:30 pm.

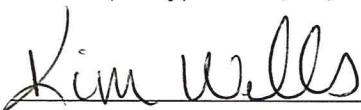
Commissioner Carter motioned to approve the proposed policy Section B. as amended for a period of 90 days to go into effect September 6, 2017. Commissioner Lasky seconded, and the motion passed unanimously.

Commissioner Baity motioned to extend Bob (Robert) Hutcherson's leave without pay for 3 months. Commissioner Carter seconded, and the motion passed unanimously.

VIII. Recess/Adjourn: Commissioner Lasky motioned to adjourn. Commissioner Baity seconded, and the motion passed unanimously. The meeting ended at 8:44 p.m.



Russell (Rusty) Hunter, IV, Mayor



Kim Wells, Finance Officer/Town Clerk



QS/1 Recommended Hardware

Function	Photo	Description	Price*
Workstation		Dell Optiplex (various models) Commercial-grade workstations available in a number of configurations based on user needs and job functions.	\$700.00 - 1,000.00
Credit Card Terminal		Ingenico iSC490 Next generation multimedia and touchscreen device that reinvents checkout. Supports all point-to-point encryption (P2PE) solutions.	\$770.00
Receipt Printer		Epson TM-H6000IV Allows quick printing of receipts for proof of payment to customer.	\$545.00 ✱
Barcode Scanner		Honeywell MK7580 Quickly bring up utility customer accounts in order to receive payment or find other critical account information.	\$329.84
Document Scanner (Desktop)		Canon DR-C225 Slim desktop design for scanning of customer documents at counter interface.	\$445.85
Document Scanner (Workgroup)		Canon DR-M140 Larger format workgroup scanner that provides dual path feeding and higher speeds for the digitizing of large numbers of documents.	\$904.96
Laser Printer		Lexmark MS811dn Exceptionally capable workgroup laser printer optimized for the shared office environment. Up to 63 pages per minutewith duplec and network	\$950.00
Digital Touch Screen		Viewsonic TD2220 22" LED 1920 x 1080 resolution, Full HD, integrated speakers and touch screen	\$335.00

*Prices included herein are updated regularly, but serve as good-faith estimates for budgetary purposes only. Current model numbers, pricing and availability will be provided by QS/1 at the Client's request. Updated 5/1/2017.

Leave Benefit Report

Town Of Boonville

	Sick	Vacation	Personal	Holiday	Compensatory	Total
JANIEL M. CRANFORD POLICE OFFICER						Years of Service: 10
	238.48	237.00	0.00	76.00	0.00	551.48
SARAH HARRIS TOWN ADMINISTRATOR						Years of Service: 1
	120.00	52.00	0.00	-8.00	0.00	164
STEPHEN HUTCHENS ADMINISTRATIVE ASSISTANT						Years of Service: 6
	365.00	66.43	0.00	-8.00	0.00	423.43
FARRON JESTER POLICE CHIEF						Years of Service: 2
	857.00	76.00	0.00	8.00	0.00	941
JEFFREY JONES PUBLIC WORKS DIRECTOR						Years of Service: 5
	587.77	126.12	0.00	-3.00	0.00	710.89
PEDRO LOPEZ PW TECHNICIAN						Years of Service: 12
	323.75	214.32	0.00	0.00	0.00	538.07
LLOYD A. PARKS PW TECHNICIAN						Years of Service: 6
	239.75	120.18	0.00	0.00	0.00	359.93
BRYAN K. RUTLEDGE POLICE OFFICER						Years of Service: 8
	696.18	230.00	0.00	-24.00	0.00	902.18
STEPHEN SLATE POLICE OFFICER						Years of Service: 7
	1102.80	219.15	0.00	76.00	0.00	1397.95
KIMBERLY WELLS FINANCE OFFICER/TOWN CLERK						Years of Service: 7
	104.75	129.90	0.00	-8.00	0.00	226.65

Town of Boonville **Analysis of Payout of Holiday Time as of 06/30/17**

Employee Name	Pay Rate	Holiday Hours	Payout \$	10-5100-0200 Police
Daniel Cranford	\$ 15.49	\$ 76.00	\$ 1,177.24	\$ 1,177.24
Bryan Rutledge	\$ 14.76	\$ -	\$ -	\$ -
Stephen Slate	\$ 14.76	\$ 76.00	\$ 1,121.76	\$ 1,121.76
		\$ 152.00	\$ 2,299.00	
* Wages				\$ 2,299.00

* FICA - Employer	-7.65%	\$ 175.87
* Retirement	- 8.5% LE	\$ 195.42
* 401 K - NC Prudential	- @ 5%	\$ 114.95
		\$ 2,785.24

Proposed Budget Amendments - September 5, 2017

By Kim Wells, Finance Officer

Account Number	Description	Current Budget \$	Amendment	Ending Budget \$
General Fund				
Revenues				
10 - 3991 - 0000	Beginning Fund Balance	41,376.00	2,787	44,163.00
			2,787	To balance budget
Expenses				
Police				
10 - 5100 - 0200	Salaries and Wages	199,000	2,300	201,300
10 - 5100 - 0500	FICA	15,750	176	15,926
10 - 5100 - 0700	Retirement	15,500	196	15,696
10 - 5100 - 0800	401-K Retirement	9,400	115	9,515
				Moving funds to purchase rifles
			2,787	

INVOICE

SOUTHERN SOFTWARE, INC.

150 Perry Drive
SOUTHERN PINES, NC 28387

(800) 842-8190

INVOICE DATE	INVOICE NO.	PAGE
08/01/17	238844	1

SHIP TO:

BOONVILLE POLICE DEPT.
ATTN: ACCOUNTS PAYABLE
POST OFFICE BOX 326
BOONVILLE, NC 27011

SHIP TO:

BOONVILLE POLICE DEPT.
ATTN: ACCOUNTS PAYABLE
POST OFFICE BOX 326
BOONVILLE, NC 27011

ORDER NO.	ORDER DATE	CUSTOMER NO.	SALES REP.	PURCHASE ORDER NO.	SHIP DATE	SHIP VIA
988443	08/01/17	3339	8		ASAP	No ship via
QUANTITY ORDERED	UNIT	ITEM NO.	ITEM DESCRIPTION	PRICE UNIT	UNIT PRICE	
QUANTITY SHIPPED		QUANTITY BACK ORD.		ITEM DISCOUNT	EXTENDED PRICE	
1	EACH	RSPP-NC	RENEWAL SUPPORT PPAK	EACH	2250.00	
1			NC VERSION			
<div>APPROVED BY _____</div> <div>DATE PAID _____</div> <div>CHECK # _____</div> <div>ADDITIONAL INFO _____</div>						

POLICE-PAK 830-5 SUPPORT
RENEWAL PERIOD SEPT. 2017 TO
AUG. 2018
THANK YOU!!

SALES AMOUNT	2250.00
MISC. CHARGES	0.00
FREIGHT	0.00
SALES TAX	0.00
TOTAL	2250.00
PAYMENT REC'D	0.00
BALANCE DUE	2250.00



**RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE TOWN OF
BOONVILLE**

WHEREAS, The North Carolina Water Infrastructure Act of 2005 (NCGS 159G), as amended, has authorized the making of grants to aid eligible units of government in financing the cost to inventory the existing water and/or sewer systems and document the condition of the inventoried infrastructure, and

WHEREAS, The Town of Boonville has need for and intends to inventory and assess its drinking water system by undertaking a project described as the **2018 Water System Assessment Project**, and

WHEREAS, The Town of Boonville intends to request state grant assistance for the project,

**NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF
THE TOWN OF BOONVILLE:**

That Town of Boonville, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State grant award.

That **Sarah Harris, Town Administrator**, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the implementation of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants pertaining thereto.

Adopted this the 5th day of September, 2017 at Boonville, North Carolina.

Rusty Hunter IV, Mayor



**RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE TOWN OF
BOONVILLE**

WHEREAS, The North Carolina Water Infrastructure Act of 2005 (NCGS 159G), as amended, has authorized the making of grants to aid eligible units of government in financing the cost to inventory the existing water and/or sewer systems and document the condition of the inventoried infrastructure, and

WHEREAS, The Town of Boonville has need for and intends to inventory and assess portions of its wastewater collection system by undertaking a project described as the **2018 Sewer Collection System Assessment Project**, and

WHEREAS, The Town of Boonville intends to request state grant assistance for the project,

**NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF
THE TOWN OF BOONVILLE:**

That Town of Boonville, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State grant award.

That **Sarah Harris, Town Administrator**, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the implementation of the project described above.

That the **Authorized Official** and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants pertaining thereto.

Adopted this the 5th day of September, 2017 at Boonville, North Carolina.

Rusty Hunter IV, Mayor

YADKIN WELL COMPANY, INC.

1908 HAMPTONVILLE RD.
HAMPTONVILLE, NC 27020
YADKIN

INVOICE

Invoice Number: 11121
Invoice Date: Aug 29, 2017
Page: 1

Voice: 336-468-4440

Fax: 336-468-4048

E-Mail: yadkinwell@yadtel.net

Bill To:

BOONVILLE TOWN
POST OFFICE BOX 326
BOONVILLE, NC 27011

Customer ID

BOONVILLE TOWN

Customer PO

Payment Terms

Net 30 Days

Due Date

9/28/17

Quantity	Item	Description	Unit Price	Amount
1.000	WEBTROL 90 GMP 10 HP. PUMP. 460 VOLT MOTOR		5,198.80	5,198.80
483.000 FT	3" GALVANIZED DROP PIPE		10.05	4,854.15
483.000 FT	#10/3 DOUBLE INSULATED WIRE/GRD.		1.41	681.03
1.000	SPLICE KIT		12.00	12.00
1.000	3" GALV. NIPPLE		25.94	25.94
1.000	3" GALV. UNION		118.37	118.37
1.000	MISCELLANEOUS MATERIALS		30.00	30.00
12.250 HRS.	LABOR		85.00	1,041.25
4.000 HRS.	PUMP HOIST		85.00	340.00
	CORNFIELD WELL			

Check/Credit Memo No:

INVOICES OVER 30 DAYS WILL BE TURNED OVER TO
COLLECTION AGENCY FOR PROCESSING.

Subtotal	12301.54
Non-Taxable Total	340.00
Taxable Total	11961.54
Sales Tax	807.40
Total Invoice Amount	13108.94
Payment/Credit Applied	0.00
TOTAL	13,108.94

PUBLIC WORKS TECHNICIAN

FLSA Status: Non-Exempt

General Statement of Duties

Performs a variety of responsible unskilled, semi-skilled, and skilled work in the water, wastewater, streets and sanitation operations of the town.

Distinguishing Features of the Class

An employee in this class performs a variety of unskilled, semi-skilled, and occasionally skilled labor and technical tasks in the operation of the Town's water and wastewater treatment plant operations as well as the maintenance and repair of streets, sidewalks, curbs and storm drains. Employee usually works as part of a crew and involves assuring proper safety measures are followed. Work involves operating a variety of tools and light equipment (including dump truck, tampers, road side tractor) to build, repair and replace sections of streets, sidewalks, curbs and storm drains; patching asphalt with hot or cold materials; installing, repairing and replacing street signs, painting crosswalks; operating weed-eater, chainsaw, pole saw, leaf blower, riding mower, and push mower; cutting grass; removing snow and ice from Town streets. Work includes picking up bulk items from residential homes and the business district. Work also includes making water and sewer connections and cut-offs; repairing water and sewer line leaks; checking water source wells for proper operation; and reading meters. Employees are subject to 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, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work may subject employee to compliance with final OSHA Standards on blood borne pathogens. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

Illustrative Examples of Work

- Performs plant water and wastewater inspections and housekeeping tasks, collects plant effluent samples for testing, calibrates portable meters and obtains pH and dissolved oxygen (DO) readings.
- Operates collection system and sewer lift station, runs sewer jetter to clear lines, operates distributions to ensure quality water for the citizens.
- Reads meters for billing purposes.
- Works as a part of a crew and performs semi-skilled and skilled trades work in the replacement and repair of streets, sidewalks, curbs, and storm drains.
- Patches asphalt and concrete with gravel, hot asphalt, cold patch and other materials; operates air hammers, rollers, and other light equipment; rakes asphalt; patches concrete sidewalks, curb and gutter, driveway aprons and other concrete structures.
- Cuts grass with tractors, bush hogs, lawn and riding mowers and weed eaters; trims bushes and trees to retain sight distance.
- Handles leaf collection by raking and vacuuming as needed.
- Clears storm drains.
- Paints street markings and stop bars; installs street signs.

March 2017

Town of Boonville

Education and Experience

Graduation from high school or GED and some experience in semi-skilled maintenance, equipment operation or construction work; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.

Possession of a valid commercial driver's license (CDL) issued by the State of North Carolina preferred. Will be required to obtain one within 6 months.

Emergency Response

This position is subject to call back during emergencies and during inclement weather conditions. This position will provide support as directed during approved adverse conditions.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

PUBLIC WORKS TECHNICIAN I

FLSA Status: Non-Exempt

General Statement of Duties

Performs a variety of responsible unskilled, semi-skilled, and skilled work in the water, wastewater, streets and sanitation operations of the town.

Distinguishing Features of the Class

An employee in this class performs a variety of unskilled, semi-skilled, and occasionally skilled labor and technical tasks in the operation of the Town's water and wastewater treatment plant operations as well as the maintenance and repair of streets, sidewalks, curbs and storm drains. Employees usually work as part of a crew and involves assuring proper safety measures are followed. Work involves operating a variety of tools and light equipment (including dump truck, tampers, road side tractor) to build, repair and replace sections of streets, sidewalks, curbs and storm drains; patching asphalt with hot or cold materials; installing, repairing and replacing street signs, painting crosswalks; operating weed-eater, chainsaw, pole saw, leaf blower, riding mower, and push mower; cutting grass; removing snow and ice from Town streets. Work includes picking up bulk items from residential homes and the business district. Work also includes making water and sewer connections and cut-offs; repairing water and sewer line leaks; checking water source wells for proper operation; and reading meters. Employees are subject to 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, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work may subject employee to compliance with final OSHA Standards on blood borne pathogens. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

Illustrative Examples of Work

- Performs plant water and wastewater inspections and housekeeping tasks, collects plant effluent samples for testing, calibrates portable meters and gets pH and DO readings.
- Operates collection system and sewer lift station, runs sewer jetter to clear lines, operates distributions to ensure quality water for the citizens.
- Reads meters for billing purposes.
- Works as a part of a crew and performs semi-skilled and skilled trades work in the replacement and repair of streets, sidewalks, curbs and storm drains.
- Patches asphalt and concrete with gravel, hot asphalt, cold patch and other materials; operates air hammers, rollers, and other light equipment; rakes asphalt; patches concrete sidewalks, curb and gutter, driveway aprons and other concrete structures.
- Cuts grass with tractors, bush hogs, lawn and riding mowers and weed eaters; trims bushes and trees to retain sight distance.
- Handles leaf collection by raking and vacuuming as needed.

September 2017

Town of Boonville

Education and Experience

Graduation from high school and some experience in semi-skilled maintenance, equipment operation or construction work; or an equivalent combination of education and experience. Possession of a valid North Carolina driver's license.

Special Requirement

Possession of a valid commercial driver's license (CDL) issued by the State of North Carolina preferred.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

PUBLIC WORKS TECHNICIAN II

FLSA Status: Non-Exempt

General Statement of Duties

Performs a variety of responsible unskilled, semi-skilled, and skilled work in the water, wastewater, streets and sanitation operations of the town.

Distinguishing Features of the Class

An employee in this class performs a variety of unskilled, semi-skilled, and occasionally skilled labor and technical tasks in the operation of the Town's water and wastewater treatment plant operations as well as the maintenance and repair of streets, sidewalks, curbs and storm drains. Employee usually works as part of a crew and involves assuring proper safety measures are followed. Work involves operating a variety of tools and light equipment (including dump truck, tampers, road side tractor) to build, repair and replace sections of streets, sidewalks, curbs and storm drains; patching asphalt with hot or cold materials; installing, repairing and replacing street signs, painting crosswalks; operating weed-eater, chainsaw, pole saw, leaf blower, riding mower, and push mower; cutting grass; removing snow and ice from Town streets. Work includes picking up bulk items from residential homes and the business district. Work also includes making water and sewer connections and cut-offs; repairing water and sewer line leaks; checking water source wells for proper operation; and reading meters. Employees are subject to 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, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work may subject employee to compliance with final OSHA Standards on blood borne pathogens. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices. Will serve as backup Officer in Responsible Charge (ORC) on an as needed basis.

Illustrative Examples of Work

- Leads the crew that maintains the water and sewer systems for the Town.
- Collects work orders for crew; makes crew member assignments; leads the crew in a variety of utility maintenance and repair tasks; ensures that crew follows safety precautions; completes work orders.
- Checks work of crewmembers to ensure jobs were performed within department guidelines.
- Performs plant water and wastewater inspections and housekeeping tasks, collects plant effluent samples for testing, calibrates portable meters and gets pH and dissolve oxygen (DO) readings.
- Operates collection system and sewer lift station, runs sewer jetter to clear lines, operates distributions to ensure quality water for the citizens.
- Reads meters for billing purposes.

September 2017
Town of Boonville

Establish and maintain effective working relationships with citizens, supervisors, and other employees;
Maintain simple work records.

Working Conditions and Physical Demands of Work

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 the backhoe and dump truck as well as hand tools in a safe manner, to operate equipment safely around other people and around property, to perform visual inspections and to complete records.

Education and Experience

Graduation from high school or GED and some experience in semi-skilled maintenance, equipment operation or construction work; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.
Possession of a valid commercial driver's license (CDL) issued by the State of North Carolina preferred. Will be required to obtain one within 6 months.

Grade 1 Collection System Operator issued by the State of North Carolina
Grade C Distribution System Operator issued by the State of North Carolina
Grade 1 Biological Waste Treatment System Operator issued by the State of North Carolina

Emergency Response

This position is subject to call back during emergencies and during inclement weather conditions. This position will provide support as directed during approved adverse conditions.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

PUBLIC WORKS TECHNICIAN SENIOR

FLSA Status: Non-Exempt

General Statement of Duties

Performs a variety of responsible unskilled, semi-skilled, and skilled work in the water, wastewater, streets and sanitation operations of the town.

Distinguishing Features of the Class

An employee in this class performs a variety of unskilled, semi-skilled, and occasionally skilled labor and technical tasks in the operation of the Town's water and wastewater treatment plant operations as well as the maintenance and repair of streets, sidewalks, curbs, and storm drains. Employee usually works as part of a crew and involves assuring proper safety measures are followed. Work involves operating a variety of tools and light equipment (including dump truck, tampers, road side tractor) to build, repair and replace sections of streets, sidewalks, curbs and storm drains; patching asphalt with hot or cold materials; installing, repairing and replacing street signs, painting crosswalks; operating weed-eater, chainsaw, pole saw, leaf blower, riding mower, and push mower; cutting grass; removing snow and ice from Town streets. Work includes picking up bulk items from residential homes and the business district. Work also includes making water and sewer connections and cut-offs; repairing water and sewer line leaks; checking water source wells for proper operation; and reading meters. Employees are subject to 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, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work may subject employee to compliance with final OSHA Standards on blood borne pathogens. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices. Serves as back-up Officer in Responsible Charge (ORC).

Illustrative Examples of Work

- Leads the crew that maintains the water and sewer systems for the Town.
- Collects work orders for crew; makes crew member assignments; leads the crew in a variety of utility maintenance and repair tasks; ensures that crew follows safety precautions; completes work orders.
- Checks work of crewmembers to ensure jobs were performed within Department guidelines.
- Performs plant water and wastewater inspections and housekeeping tasks, collects plant effluent samples for testing, calibrates portable meters and obtains pH and dissolved oxygen (DO) readings.
- Operates collection system and sewer lift station, runs sewer jetter to clear lines, operates distributions to ensure quality water for the citizens.
- Reads meters for billing purposes.

Maintain simple work records.

Working Conditions and Physical Demands of Work

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 the backhoe and dump truck as well as hand tools in a safe manner, to operate equipment safely around other people and around property, to perform visual inspections and to complete records.

Education and Experience

Graduation from high school or GED and some experience in semi-skilled maintenance, equipment operation or construction work; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.

Possession of a valid commercial driver's license (CDL) issued by the State of North Carolina preferred. Will be required to obtain one within 6 months.

Grade 2 Collection System Operator issued by the State of North Carolina

Grade B Distribution System Operator issued by the State of North Carolina

Grade 2 Biological Waste Treatment System Operator issued by the State of North Carolina

C- Well System Operator issued by the State of North Carolina

Emergency Response

This position is subject to call back during emergencies and during inclement weather conditions. This position will provide support as directed during approved adverse conditions.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.