

Town of Boonville
June 1, 2021, Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 6/1/21 regular meeting: Mayor Vaughn Benton, Mayor Pro-tem Justin Phillips, Commissioners Monica Craver, David Cox, Dwaine Dobbins, and Tim Driver. Also in attendance were Finance Officer/Town Clerk Kim Wells, Public Works Director Jeff Jones, Police Chief Jeff Hobson, and Administrative Assistant Steve Hutchens. Town Attorney James Freeman was absent.

- I. Call to Order and Welcome:** Mayor Benton called the 6/1/21 meeting to order at 7:01 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Commissioner Craver motioned to approve the agenda as presented. Commissioner Cox seconded, and the motion passed unanimously.
- III. Pledge of Allegiance and Prayer:** Commissioner Cox led the Pledge of Allegiance and the prayer.
- IV. Adoption of minutes:** Commissioner Cox motioned that the (5/4 regular session, 5/4 closed session, 5/14 recessed, and 5/14 closed session) minutes be approved. Commissioner Dobbins seconded, and the motion passed unanimously.
- V. Public Comments:** None were voiced.

VI. Old Town Business:

- A. Update on Water and Sewer Projects, including adoption of Change Order #2 (final) for Water Phase II and Capital Project Ordinance (final):** Public Works Director Jones reported that the projects were completed and that the documentation he submitted was to be used to update the budget for the projects. Commissioner Craver motioned to adopt Change Order #2 as written and add it to the budget. Mayor Pro-tem Phillips seconded, and the motion passed unanimously.
- B. Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding:** Commissioner Craver suggested using some of the remaining CARES funds for the playground. She stated the use of the funds was justified for tourism, and she felt like the Town needed to spend more of these funds before the receipt of any American Rescue Plan Act (ARPA) funds. She reported that the playground equipment had been installed. Discussion followed. Commissioner Craver motioned the use up to \$5,000 of CARES Act funds for the playground. Mayor Pro-tem Phillips seconded, and the motion passed unanimously.

VII. New Town Business:

- A. Consent Agenda – Ratify the contract from Piedmont Triad Regional Council (PTRC) for \$3,450 to update the zoning for GS-160D and ratify the purchase of 48 American flags with poles for \$1,624.26:** Commissioner Craver reported both ratifications by consensus. Commissioner Craver motioned to approve the Consent Agenda items I and II. Commissioner Cox seconded, and the motion passed unanimously.
- B. Adoption of Resolution #2021-1 – Resolution for Receiving Federal Funds under ARPA:** Discussion followed on the resolution. Commissioner Craver motioned to approve resolution #2021-1. Mayor Pro-tem Phillips seconded, and the motion passed unanimously.
- C. Adopt Job Description for Public Works Technician/Administrative Assistant:** Public Works Director Jones reviewed a proposed job description for the new position. Discussion followed. Commissioner Cox motioned to accept the job description. Commissioner Dobbins seconded, and the motion passed unanimously.
- D. Date for Budget Workshop:** The Board members discussed the date for the next budget workshop and agreed on June 11 at 9:00 a.m.
- E. Date for Public Hearing for the Fiscal Year 2021-2022 Budget Adoption with an open session to follow to adopt the Budget Ordinance:** The Board members discussed the date for the public hearing for adoption of the FY 2021-2022 budget including the adoption of the update to the Zoning Ordinance per General Statute-160D. It was the consensus of the Board members to hold the hearing and open session on June 29 at 7:00 p.m.

VIII. Reports and announcements:

- A. Mayor's report:** Mayor Benton did not have a report.
- B. Finance Officer's report:** Finance Officer/Town Clerk Wells reported on the status of the water bills for the month. Administrative Assistant/Zoning Officer Hutchens updated the Board members on the current zoning project he was working on. Finance Officer/Town Clerk Wells reviewed the budget vs actual report. She stated there would be some budget amendments that


would need to be brought before the Board members during the June 29 open session for adoption.

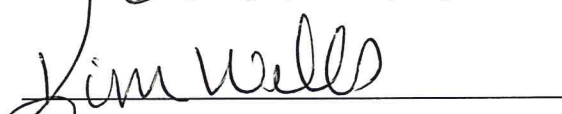
- C. Public Works Director's report:** Public Works Director Jones reported on the recent water leaks in Town.
 - D. Police Chief's report:** Police Chief Hobson reported that the Police Department had been very busy. He stated that when the Board members decided to hire new employees for the Police Department, they did not do so in open session. Commissioner Cox motioned that we accept the two new officers if their paperwork is approved: Tim Hubbard with an annual salary of \$37,000; and Nelson Rhodes with an annual salary of \$38,500. Commissioner Craver seconded, and the motion passed unanimously.
 - E. Fire Department Report:** Assistant Chief Josh Crump thanked the Town Board members for the purchase of the new radios. He reviewed the Fire Department's numbers for the month of May and reported on the budget meeting they had with the County Manager.
 - F. Departmental Commissioner's Reports:** Commissioner Craver commended Police Chief Hobson for operating the Police Department smoothly while he was short on staff. Commissioner Cox asked the Board members to consider having a Planning and Zoning committee with the main purpose to gather public opinion. He stated there was no items in the Zoning Ordinance pertaining to cemeteries. The Town has one abandoned graveyard that he considers the Town should maintain. Commissioners Dobbins, Driver, and Mayor Pro-tem Phillips had no items to report. Commissioner Craver informed the Board members of the water leaks in Town and that the Public Works Department had partnered with the Town of Dobson to fix the leaks. She then complimented Steve Hutchens on finding a keyed error in the report given to Rural Water for our rate study. She stated the Town residents were grateful for the flags and reported on the beautification projects with the Beta Club. Regarding a foreclosed property on Academy Street, Commissioner Craver reported that per a conversation she had with the County Tax Collector, the Town would be able to recoup back taxes on the property but not any mowing expenses that may have been incurred.
 - G. Committee reports as needed:** Boonville Business and Downtown Development Association (BBDDA) President Kristen Johnson reported on upcoming events. Commissioner Craver made the Board members aware of a discrepancy with the Community Yard sale event. She stated in 2018, the Town Board members deemed this event as an opportunity for the BBDDA to fund raise and charge out-of-town citizens a fee to setup on the Town lot. She stated this was not set up to allow businesses opportunities to let out-of-town citizens set up on their properties.
- IX. Closed Session per NCGS 143-318.11(a) (6) – Personnel:** Commissioner Craver motioned to go into closed session per NCGS 143-318.11(a) (6) for personnel. Commissioner Cox seconded, and the motioned passed unanimously at 8:05 p.m.

Commissioner Craver motioned to return to open session. Mayor Pro-tem Phillips seconded, and the motion passed unanimously at 8:18 p.m.

Commissioner Craver asked to be excluded from the next topic because of her personal relationship with the family. Commissioner Dobbins motioned that Boo (Lloyd) Parks be terminated. Commissioner Driver seconded, and the motion passed with a 4-1 vote.

- X. Recess:** Commissioner Craver motioned to recess until June 11 at 9:00 a.m. Mayor Pro-tem Phillips seconded, and the motion passed unanimously. The meeting ended at 8:19 p.m.


R. Devaughn (Vaughn) Benton, Mayor


Kim Wells, Finance Officer/Town Clerk

Change Order No. 2-Final

Date of Issuance: May 10, 2021 Effective Date: May 10, 2021
Owner: Town of Boonville Owner's Contract No.: E-SRP-D-17-0018
Contractor: Carolina Grading & Utilities, Inc. Contractor's Project No.:
Engineer: Municipal Engineering Services Co., PA Engineer's Project No.: G-18061
Project: Water Improvements Phase II Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description: **Final adjustment of quantities.**

Attachments: See attached spreadsheet

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES [note changes in Milestones if applicable]
Original Contract Price: <u>\$ 736,835.00</u>	Original Contract Times: Substantial Completion: <u>November 27, 2020</u> Ready for Final Payment: <u>December 27, 2020</u> days or dates
Increase from previously approved Change Orders No. <u>1</u> : <u>\$ 10,230.17</u>	Increase from previously approved Change Orders No. <u>1</u> : Substantial Completion: <u>91-days</u> Ready for Final Payment: <u>121-days</u> days
Contract Price prior to this Change Order: <u>\$ 747,065.17</u>	Contract Times prior to this Change Order: Substantial Completion: <u>February 26, 2021</u> Ready for Final Payment: <u>March 28, 2021</u> days or dates
Increase of this Change Order: <u>\$ (-32,900.00)</u>	Increase of this Change Order: Substantial Completion: <u>0-days</u> Ready for Final Payment: <u>0-days</u> days or dates
Contract Price incorporating this Change Order: <u>\$ 714,065.17</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>February 26, 2021</u> Ready for Final Payment: <u>March 28, 2021</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u>[Signature]</u>	By: _____	By: <u>[Signature]</u>
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>Principal Project Manager</u>	Title: <u>Town Clerk/Finance Officer</u>	Title: <u>Vice President</u>
Date: <u>5/10/2021</u>	Date: _____	Date: <u>5-10-2021</u>

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner: Town of Boonville	Owner's Contract No.: E-SRP-D-17-0018
Contractor: Carolina Grading & Utilities, Inc.	Contractor's Project No.:
Engineer: Municipal Engineering Services Co., PA	Engineer's Project No.: G-18061
Project: Boonville Water System Improvements Phase II	Contract Name:

This [preliminary] [final] Certificate of Substantial Completion applies to:

☒ All Work ☐ The following specified portions of the Work:

March 25, 2021

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract, except as amended as follows: *[Note: Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.]*

Amendments to Owner's responsibilities:

☒ None
☐ As follows

Amendments to

Contractor's responsibilities:

☒ None
☐ As follows:

The following documents are attached to and made a part of this Certificate: *[punch list; others]*

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract.

EXECUTED BY ENGINEER:

By: [Signature] By: _____
(Authorized signature)

RECEIVED:

Owner (Authorized Signature)

RECEIVED:

By: [Signature] By: _____
Contractor (Authorized Signature)

Title: Principal Project Manager

Title: Town Clerk/Finance Officer

Title: Vice President

Date: 5/10/21

Date: _____

Date: 5-10-21

Final Adjusting Change Order #2
 Boonville Water System Improvements
 Phase II
 May 10, 2021

Item No.	Description	Units	Bld Qty	Unit Price	Bld Amount	Qty. Installed	Price of Material Installed	Add/Deduct
15	Sawcut, Remove & Replace Asphalt	SY	14	\$600.00	\$8,400.00	0	\$0.00	(\$8,400.00)
16	Sawcut, Remove & Replace Concrete	SY	4	\$800.00	\$3,200.00	0	\$0.00	(\$3,200.00)
17	6-Inch thick ABC Stone Driveway	SY	987	\$35.00	\$34,545.00	525	\$18,375.00	(\$16,170.00)
18	Silt Fence	LF	1310	\$3.00	\$3,930.00	300	\$900.00	(\$3,030.00)
19	Extra Concrete when ordered	CY	5	\$300.00	\$1,500.00	0	\$0.00	(\$1,500.00)
20	Select Fill when ordered	CY	10	\$30.00	\$300.00	0	\$0.00	(\$300.00)
22	Extra Stone Bedding when ordered	TN	10	\$30.00	\$300.00	0	\$0.00	(\$300.00)
					Total Add/Deduct			
					Contract Price after CO #1			
					Final Contract Price			

SALES TAX REIMBURSEMENT FORM

Project: Water System Improvements Phase II Date: 5/10/2021

Contractor: Carolina Grading and Utilities Engineer: MESCO

Application Number: Final For Period: 3/3/2021-5/10/2021

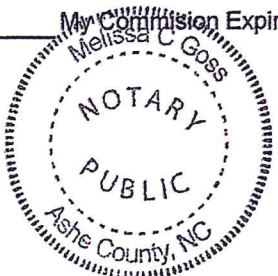
Vendor	Address	Invoice	Date	Amount	State Tx	Co. Tax	County
There is no sales tax this period. <i>Final</i>				\$ -	\$ -	\$ -	
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We certify that the above listing includes all materials purchased by us and incorporated into the above referenced project for the period stated and that the sales tax shown has been paid and the above represents a complete listing of all sales taxes paid for this pay application number.

Certified to be correct by: Sid Carpenter Title: VP

Sworn to and subscribed before me this 10th day of May 2021

NOTARY PUBLIC: Melissa C. Goss My Commission Expires: 3-30-2025



CAPITAL PROJECT ORDINANCE

Final Adjustments

Boonville Water System Improvements- Phase II

BE IT ORDAINED by the Town of Boonville Board of Commissioners that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1: The Project authorized is the State Water Reserve Program funds the Boonville Water System Improvements Phase II.

Section 2: The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein. The Project is now complete and the following is a final accounting of the funds expended.

Section 3: The following financing source as approved by previous budget ordinance dated October 1, 2019:

State Water Reserve Program (H-SRP-D-17-0018)	\$ 875,600.00 (Loan)
Closing Fee (Local Funds)	\$ 17,524.00
Contingency (Local Funds)	<u>\$ 6,577.00</u>
Total	\$ 899,701.00

Section 4: The following are the funds either expended or will be expended as a final accounting of the costs of the said Project:

Professional Services:

Lump-Sum Tasks:

Service	Budget	Final	Difference
ER/EID	\$ 30,000.00	\$ 30,000.00	\$0.00
Engineering Design	\$ 38,000.00	\$ 38,000.00	\$0.00
Construction Admin	\$ 30,000.00	\$ 30,000.00	\$0.00
Total	\$ 98,000.00	\$ 98,000.00	\$0.00

Additional Services:

Construction Obsv.	\$28,500.00	\$ 14,558.00	(-\$13,942)
Grant/Loan Admin:	\$ 5,000.00	\$ 5,000.00	\$ 0.00
Bounday/Topo/Sur:	\$12,500.00	\$ 12,500.00	\$ 0.00
Plan Review Fee:		\$ 200.00	\$ 200.00
Total	\$46,000.00	\$ 32,058.00	(-\$13,742)

Construction

Original Contract	\$736,835.00
Change Order #1	\$ 10,230.00
Change Order #2	\$ 00.00 (Time Extension Only)
Change Order #3	(-\$ 32,900.00) (Final Adjustments)
Total	\$714,165.00

Sales Tax

Refund	(-\$ 14,319.00)
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Net Final Project Costs: **\$843,846.00** **(-\$ 55,855.00)**

Section 5: The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the funding agency, the funding agreements, and the federal regulations. The terms of the bond resolution also shall be met.


Section 6: Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the funding agency in an orderly and timely manner.

Section 7: The Finance Officer is directed to report, on a quarterly basis, on the financial status of each Project element in Section 3 and on the total grant/loan revenues received or claimed.

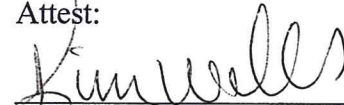
Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues related to this capital project in every budget submission made to this Board.

Section 9: Copies of this Capital Project Ordinance shall be furnished by the Clerk to the Governing Board, to the Budget Officer and the Finance Officer for direction in carrying out this Project.

Duly adopted this 10 day of June, 2021


Vaughn Benton, Mayor

Attest:


Kim Wells, Town Clerk



PIEDMONT TRIAD REGIONAL COUNCIL

1398 CARROLLTON CROSSING DRIVE
KERNERSVILLE, NC 27284
(336) 904-0300
MATTHEW L. DOLGE • EXECUTIVE DIRECTOR

May 12, 2021

Ms. Kim Wells
Town Clerk
Town of Boonville

Dear Kim:

Thank you for asking the Piedmont Triad Regional Council (PTRC) to assist the Town of Boonville in updating the Zoning Ordinance. The PTRC in consultation with the Town of Boonville proposes to compile required changes to the ordinance to be in compliance with General Statute 160D now effective July 1, 2021.

PROPOSED SCHEDULE – Begin in May 2021 and complete changes by June 2021. These services will be provided remotely from our Kernersville office.

STAFF – Jesse Day, AICP will be the primary PTRC staff member providing the service. Other PTRC staff and sub-contractors may assist as necessary.

BUDGET – The proposed budget is **not to exceed \$3,450** to update the existing zoning ordinance with the required 160D changes. For additional formatting or section updates outside of 160D requirements, those will be billed at a rate of \$75/hr.

INDEMNIFICATION – PTRC agrees to indemnify and save harmless Town of Boonville against all claims made for damages which may arise as a result of its work pursuant to this agreement, and understands nothing within this agreement creates or establishes an employer and employee relationship between the parties. Both parties may end this contractual arrangement by providing the other party 30 days written notice.

We appreciate the opportunity to assist Town of Boonville. If the Town concurs with this agreement as described herein and on the attached checklist, please return a signed copy to me via e-mail. Please call me with any questions or suggestions (336.904.0300).

Sincerely,

Jesse Day, AICP
PTRC Planning Director

Ms. Kim Wells, Town Clerk/Finance Officer

5-13-21

Date

"This instrument has been pre-audited in the manner required by the local government budget and fiscal control act."

Town Commissioner/Title

5-13-21

Date

1 of: Vedouci 3x5 American Flag Kit with Nylon US Flag & No Tangle Spinning 6FT
Aluminum Flag Pole & Double Adjustable Flagpole Bracket & Fade Resistant
Commercial Grade Embroidered USA Flag
Sold by: Vedouci USA ([seller profile](#))
Condition: New

\$33.88

Shipping Address:
Steve Hutchens
110 N CAROLINA AVE
BOONVILLE, NC 27011-8934
United States

Shipping Speed:
FREE Prime Delivery

Shipping now

Items Ordered
1 of: Vedouci 3x5 American Flag Kit with Nylon US Flag & No Tangle Spinning 6FT
Aluminum Flag Pole & Double Adjustable Flagpole Bracket & Fade Resistant
Commercial Grade Embroidered USA Flag
Sold by: Vedouci USA ([seller profile](#))
Condition: New

Price
\$33.88

Shipping Address:
Steve Hutchens
110 N CAROLINA AVE
BOONVILLE, NC 27011-8934
United States

Shipping Speed:
FREE Prime Delivery

Payment information

Payment Method:
Visa | Last digits: 3797

Billing address
Town of Boonville
PO BOX 326
BOONVILLE, NC 27011-0326
United States

Item(s) Subtotal: \$1,626.24
Shipping & Handling: \$0.00

Total before tax: \$1,626.24
Estimated tax to be collected: \$109.92

Grand Total: \$1,736.16

To view the status of your order, return to [Order Summary](#).

**RESOLUTION FOR RECEIVING FEDERAL FUNDS
UNDER THE AMERICAN RESCUE PLAN ACT (ARPA)**

WHEREAS, the American Rescue Plan Act (ARPA) was signed into law on March 11, 2021; and

WHEREAS, the American Rescue Plan Act is to assist with the speeding up the recovery from the economic and health effects from the COVID-19 pandemic and ongoing recession; and

WHEREAS, part of the American Rescue Plan provides funding aid for local governments; and

WHEREAS, these funds for municipalities may be used to respond to public health emergencies with respect to COVID-19, provide premium pay to essential workers and investment in water and sewer infrastructure; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the TOWN OF BOONVILLE:

- That the TOWN OF BOONVILLE does hereby authorize the acceptance of funds through the American Rescue Act and acknowledges funds will be issued via the State of North Carolina.
- That the TOWN OF BOONVILLE will substantially comply with all laws, rules and regulations, a pertaining thereto.

Adopted on June 1, 2021.



R. Devaughn (Vaughn) Benton, Mayor

ATTEST:

Kim Wells, Clerk

PUBLIC WORKS TECHNICIAN/ADMINISTRATIVE ASSISTANT

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 also performs a variety of administrative support, records processing, data entry and other related office duties. The employee is expected to have a good understanding of the Town and its services to respond to inquiries. Employee frequently 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 may include 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. Employee is 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.
- Performs computerized data logs for discrepancies in water billing
- Responds to questions and customer complaints, referring difficult situations to the Public Works Director
- Performs clerical duties such as mail, filing, and scheduling
- Works frequently 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.
- Opens and closes Work Orders

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- 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.
- Uses hand tools and operates equipment to dig holes and replace clean areas for paving.
- Operates construction equipment such as trucks, tampers, concrete mixers, paving roller, air hammers, rollers, street sweeper and other related light and medium equipment.
- Performs minor preventive maintenance on vehicles and equipment.
- Assists in traffic control.
- Removes ice and snow from town streets and roads.
- Performs other duties as assigned that support the overall objective of the Town.

Knowledge, Skills, and Abilities

Knowledge of:

Tools, materials, and equipment used in general construction and maintenance work;

Municipal maintenance and construction practices;

Occupational hazards and safety precautions of the work;

Environmental and regulatory requirements related to the work.

General office functions and methods, including office equipment and computer software.

Math skills to perform arithmetic computations, understands numeric filing systems.

Human relations skills to maintain harmony in a work setting and deal with customers in a way that reflects positively on the town.

Ability to:

Understand oral and written instructions;

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Town of Boonville

Operate construction equipment;

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. Exposure to atmospheric conditions normally associated with office-type work. Requires auditory ability to carry on conversations in person and over the phone.

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.
- Will be required to obtain the following State Certifications:
 - 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
- Some travel will be associated with this position

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.

Public Works Technician

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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.