



# TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

PHONE (828) 879-2120 | FAX (828) 879-2139 | TOWNOFVALDESE.COM

## **Public Works Crew Leader**

The Town of Valdese (approximate population 4,689) is located in the foothills of the Blue Ridge Mountains of Western North Carolina, 70 miles west of Charlotte, where the “foothills meet the mountains”. Founded in 1893 by twenty-nine Waldensian settlers from the Cottian Alps of Italy, we have a deep respect for our unique heritage which we celebrate annually with special events and festivals. We have a thriving downtown featuring specialty restaurants, shops and historic attractions. The Town provides a full range of municipal services.

An employee in this class supervises and participates in the work of small crews engaged in a variety of work assignments including solid waste collection and disposal, street and storm drain maintenance, building and grounds maintenance and related public works activities. Work includes leading a small crew and participating in collecting garbage, leaves, yard debris, furniture, appliances or other trash; landscaping and public grounds maintenance; monitoring street repair; small construction, repair or renovation of the town's facilities and limited equipment maintenance. Work includes ensuring that crew members take proper tools, equipment and supplies to the work site and the responsibility for work crew safety. Employee are subject to working in inside and outside environments, in extreme hot and cold weather, exposure to work hazards including loud noise, vibrations, moving mechanical parts and exposure to chemicals, fumes, odors, poor ventilation and oils. The employee must exercise judgment and initiative in carrying out assignments. Work is performed under the supervision of the Public Works Director and is reviewed for conformance to established standards and safety protocols, quality and productivity of work crews, and adherence to schedules and priorities.

### ***Education and Experience Requirements:***

Graduation from high school, or possession of General Education Diploma, and considerable experience in area of assignment and in the operation of medium to heavy equipment, preferably in public works or construction or an equivalent combination of education and experience.

### ***Special Requirements:***

Valid North Carolina Driver's License. Possession of North Carolina Class B CDL. Possession of pesticide/herbicide application license; or ability to obtain within two years of employment.

### ***Compensation and Benefits:***

The Town of Valdese offers a competitive salary commensurate with experience and qualifications. The starting salary of this position is \$38,770 DOE. The Town provides a comprehensive benefits package including health, dental, vision, and life insurance; wellness program; Local Government Employees Retirement System (LGERS) contribution; annual vacation based on continuous years of experience and sick leave; paid holidays in accordance with the North Carolina State Holiday Schedule. Visit [townofvaldese.com](http://townofvaldese.com) for more details.

### ***Contact and submittal information:***

Town of Valdese  
P.O. Box 339  
Valdese, NC 28690

To apply, please submit a cover letter, resume, and a completed application. Resumes will not be accepted in lieu of a completed application. You can obtain applications and a full job description by visiting [www.townofvaldese.com](http://www.townofvaldese.com).

Deadline: Open until filled.

The Town of Valdese is an Equal Opportunity/ADA/Drug Free Workplace Employer.



Town of Valdeese  
**PUBLIC WORKS CREW LEADER**

**I. General Statement of Duties**

Performs responsible technical and semi-skilled work supervising the work of employees engaged in streets maintenance, solid waste collection, building and grounds and related public works activities.

**II. Distinguishing Features of the Class**

An employee in this class supervises and participates in the work of small crews engaged in a variety of work assignments including solid waste collection and disposal, street and storm drain maintenance, building and grounds maintenance and related public works activities. Work includes leading a small crew and participating in collecting garbage, leaves, yard debris, furniture, appliances or other trash; landscaping and public grounds maintenance; monitoring street repair; small construction, repair or renovation of the town's facilities and limited equipment maintenance. Work includes ensuring that crew members take proper tools, equipment and supplies to the work site and the responsibility for work crew safety. Employee are subject to working in inside and outside environments, in extreme hot and cold weather, exposure to work hazards including loud noise, vibrations, moving mechanical parts and exposure to chemicals, fumes, odors, poor ventilation and oils. The employee must exercise judgment and initiative in carrying out assignments. Work is performed under the supervision of the Public Works Director and is reviewed for conformance to established standards and safety protocols, quality and productivity of work crews, and adherence to schedules and priorities.

**III. Duties and Responsibilities**

**Essential Duties and Tasks**

- Drives a rear packer garbage truck on established routes and participates in the collection of garbage from curbside, collecting commercial and residential garbage; transports garbage to landfill; supervises the work of employees who move carts from curbside and place carts on tipper.
- Drives a large truck to collect yard waste and debris including leaves, limbs and brush and to collect" furniture, appliances, and other trash; sorts through waste to ensure compliance with waste disposal regulations.
- Leads and participates in cleaning curbs, ditches and storm drains; operates backhoe and uses hand tools to clear ditches and storm drains; assists with storm water policies; operates a bush hog as needed to assist with mowing road rights of way.
- Orders, erects, repairs and replaces street signs; uses a bucket truck to replace traffic signal bulbs and install and remove banners and holiday decorations and lights; inspects and marks streetlights needing repair.
- Inspects gravel roads to determine maintenance needs; inspects quality of contractor's asphalt patching; operates a large water truck to wash streets; sets forms to pour and repair sidewalks.
- Develops landscaping plans, purchases plantings, tests soil, prepares beds and plants trees, shrubs and seasonal flowers; prunes trees and shrubbery; waters, fertilizes and sprays pesticides and herbicides to maintain landscaping; mows rights of way, parks, ball fields and lawns of the Town's facilities.
- Performs semi-skilled and limited skilled maintenance and small construction projects for the
- Town's facilities; repairs toilets, sinks, water fountains and related plumbing; installs and replaces circuits, switches and light ballasts; regularly inspects pool dome motor; builds cabinets, repairs and replaces doors and constructs stone planters; oversees contractors on larger or more complex maintenance and repair projects.
- Prepares large trucks for snow removal; attaches blades and sand and salt spreaders; operates snow removal equipment to remove snow and ice from the Town's streets and parking lots.
- Coordinates the use of available equipment, materials and staff to obtain maximum effectiveness and economy;

assists other divisions and departments when needed and in emergencies.

- Participates in the training, safety, and performance coaching of crew employees; ensures application of safety regulations.
- Completes work orders when assignments and or projects are completed.

#### **Additional Job Duties**

- Performs related duties as required.

### **IV. Recruitment and Selection Guidelines**

#### **Knowledge, Skills and Abilities**

- Considerable knowledge of the principles and practices of construction, repair, and maintenance of streets, sidewalks, storm drainage, and public grounds.
- Considerable knowledge of the processes, laws and regulations related to solid waste collection and disposal.
- Considerable knowledge of the use of medium to heavy equipment and of standard practices, materials, tools, and equipment utilized in work assigned.
- Considerable knowledge of the traffic laws and regulations governing equipment operation.
- Considerable knowledge of the occupational hazards and proper safety precautions involved in operation of assigned equipment.
- Skill in the safe operation of several types of medium to heavy equipment used in the Town's public works operations.
- Ability to provide training and leadership to a small crew.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, subordinates and citizens and to work collaboratively with different divisions and departments.
- Ability to maintain and prepare accurate records.
- Ability to service and make minor repairs and adjustments to equipment.

#### **Physical Requirements**

Work in this class is defined as heavy work requiring physical exertion of in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of frequently, and/or up to 20 pounds of force constantly to move objects. Employee has to perform physical activities such as climbing, balancing, stooping, kneeling, crouching, reaching, walking, standing, pushing, pulling, lifting, grasping, feeling talking, and hearing. Employee must have the visual acuity to visually inspect small defects or parts, operation or inspection of machines and earth moving equipment, use measurement devices, and to determine the neatness and accuracy of work assigned.

#### **Desirable Education and Experience**

- Graduation from high school, or possession of General Education Diploma, and considerable experience in area of assignment and in the operation of medium to heavy equipment, preferably in public works or construction or an equivalent combination of education and experience.

#### **Special Requirements**

- Possession of a valid North Carolina class "B" Commercial Driver's License.
- Possession of pesticide/herbicide application license.

### **V. Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

### **VI. FLSA Status**

This position is non-exempt.