**MAINTENANCE OPERATOR JOB DUTIES**

* Building and Grounds Maintenance
  + Maintain the upkeep of all town owned property by performing simple and routine maintenance such as:
    - Change ballast and light bulbs, electrical outlets and switches
    - Repair drains, plumbing fixtures
    - Clear and maintain gutters and downspouts
    - Remedial roof maintenance
    - Additional tasks as needed
  + Paint interior and exterior surface of town property
  + Maintain highway markings
  + Gather and dispose of debris throughout the town
  + Change filters in HVAC units
  + Perform carpentry, custodial duties, and routine maintenance functions
* Water
  + Inspect water tanks weekly
  + Connect and disconnect water meters as required
  + Read and record meter readings monthly
  + Perform routine maintenance functions and custodial duties
  + Repairs water lines, valves, hydrants, meters and flush hydrants under supervision of licensed Water Distribution Operator
  + Must maintain reasonable, legible, and complete records of all work performed
  + Additional tasks as needed

**Qualifications Required**

High school diploma or GED

One year of prior work experience

Heavy equipment usage

Town vehicle usage

Must have a valid driver’s license and reliable transportation licensed and insured in SC

Ability to work professionally with other staff, citizens, and council members

Ability to read basic utility plans

Must maintain confidentiality

Must be available to work the weekend of the Chitlin Strut – Saturday after Thanksgiving

Water Distribution Operator License preferred but not required

Apply by sending email to [Mayorlchall@gmail.com](mailto:Mayorlchall@gmail.com) or obtaining an application from the town hall in Salley, SC. Applications due by Thursday January 23, 2020.