

BUYER

General Statement of Duties

Performs responsible paraprofessional work in the in the purchasing function.

Distinguishing Features of the Class

An employee in this class is responsible for preparing bid documents and specifications, obtaining price quotes, placing orders, and performing related tasks in the purchasing function. Work requires accuracy and thoroughness in the record keeping duties and tact and diplomacy in the public contact duties. Work is performed under regular supervision and is reviewed through on site instructions, adherence to established purchasing practices and state laws and regulations, observation, and review of records.

Duties and Responsibilities

Essential Duties and Tasks

Works with departmental staff in preparation of generic specifications for commodities or services needing bids; advertises bids or seeks competitive quotes; calls vendors to get prices; prepares purchase orders; coordinates purchase needs with department personnel and delivery times with vendors.

Obtains and evaluates price quotes and material quality; chooses vendors and places orders for purchases not requiring formal bids; compiles bid responses on formal bids; participates in evaluating vendor performance.

Performs data entry of purchase order information and generates/prints and distributes purchase orders.

Provides office management, reception, and general administrative support for the purchasing function.

Assists with compiling more complex bid packages; handles simple formal bids.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of North Carolina General Statutes and local regulations regarding purchasing procedures.

Considerable knowledge of office management practices, equipment, and procedures.

Considerable knowledge of purchasing computer applications.

Ability to work effectively with the Town staff.

Ability to analyze prices and materials quality.

Ability to follow established policies and procedures.

Ability to maintain, record, and keep accurate records.

Ability to establish and maintain effective working relationships with vendors, suppliers, and employees.

Physical Requirements

Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, and hearing.

Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently; and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and use figures, operate a computer terminal, and inspect the accuracy, neatness, and thoroughness of the completed work.

Desirable Education and Experience

Graduation from a community college with a degree in business administration or related field and experience in a purchasing or warehousing operation in an automated environment; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.

Mooresville
2008

SYSTEM ADMINISTRATOR

General Statement of Duties

Provides professional level support and maintenance for Town computer systems as well as leadership in special projects.

Distinguishing Features of the Class

An employee in this class performs a variety of specialized work in providing fundamental support and maintenance for the Town computer systems and provides consulting services for internal customers. Develops and oversees projects and programs with broad-based implications. Duties includes maintains all file and application serves, performs system backups and restores when necessary, develops and leads projects and programs, reviews progress and updates managements, helps coordinate disaster recover plans. Work is performed under the general direction of the Information and Technology Manager and is evaluated through periodic conferences, review of records and reports and effectiveness of the Town technology systems.

Duties and Responsibilities

Essential Duties and Tasks

Provides end-user support for computer applications which include designing and generating various reports; creating back-up copies of data sources; and loading new data into systems.

Prepares and monitors for the information services unit, to include identifying automation needs and makes purchase recommendations;

Completes special computer projects to include researching and testing necessary products, making recommendations, developing standards, overseeing implementation, and documenting the process.

Monitors hardware, software, and telecommunications equipment to include installing and upgrading applications; configuring programs to meet end-user needs; troubleshooting issues; and reviewing usage reports;

Coordinates system security to include assigning users appropriate identification information; adding and deleting users as necessary; assessing individual access needs and making system changes; and troubleshooting system access issues.

Participates in long and short range technology planning;

Participates in the development enforcement of computer security and usage policies;

Performs work during emergency/disaster situations including coordination of disaster recovery plans.

Additional Job Duties

Performs other duties as assigned.

System Administrator

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of personal computer setup, configuration and support.

Considerable knowledge of server level Microsoft products, including Exchange 2007, SharePoint, SMS,..

General knowledge of work processing, spreadsheet and presentation software.

Working knowledge of general office procedures, practices and equipment.

Ability to understand and follow written and oral instructions.

Ability to establish and maintain effective working relationships with officials, department managers, employees, general public and vendors.

Physical Requirements

Must be able to perform the physical life functions of reaching, fingering, pushing, pulling, grasping, talking, hearing and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently and/or constantly.

Must possess the visual acuity to inspect, analyze, and repair computers and other technology.

Desirable Education and Experience

Bachelor's degree in Computer Science or a related field and two years computer help desk experience that includes installation and troubleshoots, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Mooresville 2008

ASSISTANT CHIEF TRAINING/SAFETY OFFICER

General Statement of Duties

Performs responsible coordination of department training activities and assists risk management division in instruction and coordination of town wide safety programs. Serves in the absence of the Fire Chief

Distinguishing Features of the Class

An employee in this class is accountable for planning, organizing, directing, coordinating, and/or conducting all training activities of the department for full-time and part-time staff. Other activities include assisting risk management in the teaching and coordination of safety programs town wide. Work requires that the employee stay abreast of state-of-the-art fire suppression procedures, techniques, and equipment and requires the employee to incorporate the necessary changes into in-service training. The employee is subject to the hazards associated with firefighting and rescue work including working in inside and outside environment, in extreme hot and cold temperatures, loud noise, vibration, moving parts, high heat, chemicals, fumes, odors, dusts, gases, poor ventilation, oils, wearing respirators, and working in close quarters. The employee is also subject to the final OSHA standards on bloodborne pathogens. Work is performed under the general supervision of the Fire Chief and is evaluated through conferences and written reports concerning the quality and effectiveness of work completed.

Duties and Responsibilities

Essential Duties and Tasks

- Coordinate and train all fire personnel to maintain the required certification and recertification standards;
- Coordinate and train all fire suppression personnel vehicle operators;
- Coordinate and train all rescue and Haz-mat personnel to maintain certification;
- Develop, coordinate and implement training for new recruits for firefighters positions;
- Assist in the supervision, direction and decisions on emergency scenes and implements emergency strategies and priorities on the scene as Safety Officer;
- Reviews all accident and injury reports for the Fire Department personnel and assist Rick Management with all Town personnel accidents and injuries;
- Assist with coordinating and teaching safety related classes' town wide;
- Record and maintain files on all personnel activity that deals with training;
- Manages medical exposure records for the department;
- Coordinate and teach mandatory supervisory training for officers;
- Conduct physical fitness test on all suppression personnel;
- Maintain training materials and update as needed;
- Prepare and administer entrance and promotional test for personnel annually;
- Assist with assessment centers for the promotion process;
- Participates in policy and budget development process and develops goals and objectives for

the department in training and safety;

Plans and supervises Fire Department's OSHA compliance;

Assistant Fire Chief – Training

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Make recommendation to the Fire Chief on equipment, facilities, and training need for OSHA, NFPA, NIMS, and town policy compliance;

Researches, recommends updates, and implements new departmental guidelines and procedures; insures proper training in new procedures;

Attends various committee meeting representing the Town and/or Fire Chief;

Serves as liaison with other Town departments and agencies;

Serves as liaison with County, State, and Federal agencies.

Additional Job Duties

Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of modern fire prevention and suppression principles, practices, methods, and equipment.

Thorough knowledge of departmental rules and regulations.

Thorough knowledge of Town streets and layout.

Working knowledge of hazardous materials recognition and approach.

Considerable knowledge of department computer systems, software applications, and skill in their use.

Ability to operate all department fire apparatus.

Ability to communicate clearly in oral and written form and to make effective public presentations.

Ability to establish and maintain effective working relationships with officials, employees, and general public.

Ability to present motivational, informative and effective training programs.

Physical Requirements

Must be able to physically perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, grasping, feeling, talking, hearing and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess visual acuity to size up the color, volume, and extent of fire involvement at fire scenes, to operate heavy fire apparatus in emergency situations, to operate a computer terminal, perform reading and manipulate figures, and prepare records and reports.

Desirable Education and Experience

Graduation from a community college in fire science or related field, advance courses in fire administration, and considerable instructor experience in the fire services; or an equivalent

combination of experience and education.

Assistant Fire Chief – Training

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Special Requirements

Possession of a valid class B North Carolina driver's license.

Possession or ability to obtain North Carolina Certification as Live Burn Instructor within one year of appointment.

Possession of North Carolina Firefighter Instructor II Certification.

Possession of Firefighter II Certification.

Possession of Medical Responder – Defibrillator Certification

Possession of Fire Officer Level II Certification

Possession of Haz-Mat Operations Certification

Mooresville, 2008

ENGINEERING TECHNICIAN

General Statement of Duties

Provides intermediate technical work performing a variety of engineering assistance tasks; does related work as required.

Distinguishing Features of the Class

An employee in this class performs field and office engineering work, provides support to the department by maintaining information about sewer and water lines, assists with field operations on projects. Work includes assisting with the development and implementation of Phase 2 Storm Water Ordinance; assists with fields operations related to sewer and water projects, gathering of field/property information for design work, assisting with estimates of construction projects and coordination of approval thru various agencies, prepares and updates water and sewer details. This employee represents the town to a wide variety of citizens, developers, state and federal regulatory officials, etc. Employee is subject to hazards in street construction and water and sewer line construction maintenance work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as noise, atmospheric conditions, oils, tight quarters, moving mechanical parts, dusts, mists, odors, fumes, and narrow passage ways. Work is performed under the general supervision of the Engineering Manager and is evaluated based on conferences and review of assignments.

Duties and Responsibilities

Essential Duties and Tasks

Works closely with staff and outside agencies to develop and implement first stages of the Phase 2 Storm Water Ordinance and Program;

Maintains files of maps, aerial photographs, and drawings of water and sewer lines and provides to contractors and developers as necessary.

Researches tax parcels and deeds to establish sales history and ownership.

Prepares and updates water and sewer details.

Assists other Town departments with projects involving locating water and sewer lines.

Work with computer generated drawing files and GIS system.

Assists with field operations related to sewer and water projects.

Additional Job Duties

Performs other duties as assigned.

Recruitment and Selection Guidelines

Working knowledge of basic surveying techniques and basic drafting principles.

Some knowledge of modern methods and techniques as applied to design of public works and utility projects.

Engineering Technician

Some knowledge of relevant State and Federal laws, local ordinance, policies, and procedures.

Ability to establish effective working relationships with Town officials, employees, contractors and the general public.

Skill in the use of instruments and equipment used in the engineering field.

Ability to communicate in both oral and written form

Ability to follow established policies and procedures.

Ability to maintain, record, and keep accurate records.

Ability to establish and maintain effective working relationships with Town officials, other employees, contractors, developers, and general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, and hearing.

Must be able to perform light work exerting up to 10 pounds of force occasionally; and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and use fingers, operate a computer terminal, and inspect the accuracy, neatness, and thoroughness of the completed work.

Desirable Education and Experience

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in civil engineering or related field and considerable experience in sub-professional engineering or construction inspection/administrative work.

Special Requirements

Possession of a valid North Carolina driver's license.

Mooresville, 2008

ELECTRICIAN

General Statement of Duties

Performs electrical trade work in the construction, maintenance, and repair of Town property, structures, and equipment.

Distinguishing Feature of the Class

An employee in this class installs, maintains, and troubleshoots electrical systems within the Town while maintaining a safe working environment. Work includes performing routine electrical work on all lift stations to include upgrading control panels, installing new or repaired pumps, trouble shooting control panels, generators, SCADA, and assisting in the preparation of specifications to insure all new stations are equipped to Town standards. Conducts annual inspections of all stations and treatment plants to locate and repair problems and would provide service to other departments as needed. Work is performed under regular supervision and reviewed by observation of completed tasks and feedback

Duties and Responsibilities

Essential Duties and Tasks

Performs upgrades or remodels of electrical systems to insure compliance with electrical codes;

Install new or repaired pumps;

Analyses, trouble shoot and repairs problems with electrical systems and emergency generators; maintains emergency power systems.

Conduct annual inspections at all lift stations and treatment plants to locate and make necessary repairs;

Performs preventive maintenance;

Assist in the preparation of specifications for all new lift stations to ensure that Town standards are met;

Provides assistance to Building and Grounds personnel, other departments, consultants and contractors, as required.

Additional Job Duties

Performs other duties as assigned.

Recruitment and Selections Guidelines

Knowledges, Skills and Abilities

Thorough knowledge of electrical code requirements;

Thorough knowledge of electrical installation and maintenance;

Thorough knowledge of the occupational hazards and necessary safety precautions of the work.

Ability to diagnose electrical problems;

Ability to perform manual labor connected with duties;
Electrician
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Ability to read and follow schematic drawings, blueprints, and written and oral instructions;

Ability to establish and maintain effective working relationships with co-workers and supervisor;

Ability to prepare and maintain accurate records and prepare reports.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, fingering, grasping, feeling, hearing, and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly.

Must possess the visual acuity to operate equipment including close inspection and perform maintenance and repairs, prepare maintenance records and operate a computer terminal.

Desirable Education and Experience

Graduation from accredited community college with related degree and some experience in electrical work or equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Special Requirements

Possession of North Carolina Driver's license and certified by the State of North Carolina as Licensed Electrician.

Mooresville, 2008

BIOSOLIDS TECHNICIAN

General Statement of Duties

Provides responsible work and assists in ensuring regulatory compliance in the operation of the wastewater treatment plant; does related work as required.

Distinguishing Feature of the Class

An employee in this class performs a variety of tasks related to the thickening and land application to dispose of solids at the wastewater treatment plant. Work includes mowing, seeding, and leveling the onsite monofill and overseeing the excavation of biosolids from specified sites, operating sludge processing equipment such as thickeners, dryers and pumps, assisting with the land application/land disposal program. Work includes working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases poor ventilation, and working in confined spaces. Work around wastewater is also subject to final standards of OSHA on bloodborne pathogens.

Duties and Responsibilities

Essential Duties and Tasks

Handle the mowing, seeding, and level of the onsite monofill and oversees the excavation of biosolids from specified sites.

Assists in the operations of equipment and machinery in the processing of bio-solids, (i.e. blowers, belt presses, and pumps).

Assists in monitoring and adjusting machinery and equipment through regular cleaning, lubrication, and calibration; performs repairs on pipes, valves, pressure rings, and other equipment components.

Assists in extracting samples and performing routine laboratory tests and analyses.

Responds to customer inquiries and complaints; provides information or referral.

Maintains records concerning bio-solids treatment.

Controls transfer and volume of waste from various tanks.

Operates and maintains light to heavy equipment, (i.e. front end loader).

Assists in performing troubleshooting on process equipment.

Performs general facility maintenance duties.

Additional Job Duties

Performs other duties as assigned.

Recruitment and Selections Guidelines

Knowledges, Skills and Abilities

Some knowledge of the operating characteristics and maintenance requirement of wastewater treatment plans.

Some knowledge of hydraulic, chemical and mechanical principles pertinent to wastewater

Some knowledge of land application principles, practices and regulations.

Some knowledge of applicable federal, state, and local laws, ordinances, and permitting requirements.

Working knowledge of the occupational hazards of the work and of necessary safety precautions.

Working knowledge of the application of office technology to records maintenance.

Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures.

Ability to conduct routine laboratory test.

Ability to understand and follow oral and written instruction.

Ability to operate light to medium equipment.

Ability to establish and maintain effective working relationships with officials, employees, general public and vendors.

Ability to prepare records and reports accurately.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, grasping, and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to read gauges, dials, and observe moving parts of machines, read maps and observe operation of heavy equipment, operate a computer terminal, and to record and review written records.

Desirable Education and Experience

Graduation from high school and some experience that demonstrates mechanical aptitude or equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Special Requirements

Possession of NC Drivers License. Ability to obtain Land Application Residuals Operator certificate within 12 months of hire.