

**COMMITTEE OF THE WHOLE
CITY HALL, THIRD FLOOR
TUESDAY, SEPTEMBER 26, 2023**

8:30 A.M.

Present: Mayor Joe Gibbons, Jonathan Beal, Todd Perdue, Ike Perkins, Ralph Prestwood, and David Stevens.

Via Zoom: Mayor Pro-Tem Crissy Thomas and Councilmember Kent Greer.

Staff Present: City Manager Scott Hildebran, City Clerk Shirley Cannon, Finance Director Donna Bean, Public Services Director Radford Thomas, Public Works Operations Manager Jon Hogan, Public Utilities Operations Manager Jeff Church, Interim Planning Director Ed Evans, Downtown Event Coordinator Matthew Anthony, Parks & Recreation Director Phil Harper, Mulberry Center Director Jacob Quoit, Fire Chief Norman Staines, Police Chief Brent Phelps, and Communications Director Joshua Harris.

I. Mayor Joe Gibbons welcomed everyone and called the meeting to order.

II. Citizen Comments

A. There were no citizen comments presented at this time.

III. Committee Items:

A. Update; Public Services: Radford Thomas, Public Services Director,

1. Engineering Services Agreement; Stormwater Planning: Director Thomas stated the City previously received a grant in the amount of \$248,640 for Stormwater Planning and the City has to do a procurement for the funding. He will submit a recommendation for approval of an Engineering Services Agreement for Stormwater Planning at the October 3 City Council meeting.

In addition, Director Thomas clarified the City received loans for the Lead and Copper evaluation of the City's water lines. He also reported the brownfields project is ongoing and the focus of the application is to address issues.

Director Thomas also gave an update on the status of the old City landfill and questions from the NC Department of Environmental Quality.

B. Update; Public Works/Public Utilities

Public Utilities Operation Manager Jeff Church reported on the following items:

1. **Mueller Meter Project Update**: 9/26/23: Last week there was billing issues that

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resulted in an all hands on deck approach from Mueller. They were able to address the issue and the billing took place on Friday afternoon. We are having issues in the field regarding the plunger tip swelling on the cutoff solenoid. Mueller is working through this issue. Currently, a project closeout date is not on the horizon.

2. **Asset Inventory and Assessment Grant (ARPA & SRP): 9/25/23:**
McGill has begun preliminary work on the AIA studies. Work order records are being reviewed and a list of needed City documents is currently being prepared.
3. **Crossroads Sewer Project: 9/25/23:** The original work and punch list work have both been completed except for painting/stripping at Yokefellow donation drop-off entrance. Closeout paperwork is being prepared.
4. **Finley Water Project: 9/25/23:** Plans and specs are being prepared for submittal to DWI by the end of this week, September 25-29, 2023. BLE is preparing a proposal to drill additional borings for the potential water tank location.

7/31/23: City staff, upon the recommendation of McGill Engineering requested a 2-month time extension for all project milestones due to pending geotechnical results and to enable existing conditions plans to be updated before finalizing water line layouts.

Current deadlines are summarized below:

- October 2, 2023: bid and design package submittal (all permits obtained)
- February 1, 2024: bid and design package approval
- June 3, 2024: advertise project, receive bids, submit bid information, and receive authority to award
- July 1, 2024: execute construction contract(s)
- December 31, 2026: receive last reimbursement (statutory, not extendable)

5. **Freeze and Nichols Lead and Copper Inventory Project: 9/13/2023:** FNI presented on public communication requirements of the revisions to the lead and copper rule (LCRR). There is a target date of January 2024 for publishing LCRR communication. Identifying as much service line material as possible to minimize the magnitude of required public communication effort is a high priority.

Action items include:

1. Send Lenoir public communication materials:
 - A copy of FNI's public communication presentation
 - Updated draft field inspection FAQs
 - The LCRR public communication requirements
 - Utility examples of published LCRR communication
2. Schedule a meeting to discuss field inspection progress and the neighborhood representative sampling candidates with Jeff and Derek
 - Conduct field verification (potholing) of service line material for two (2) neighborhoods with similar construction dates
 - Plan for two (2) areas to conduct field verification (potholing) of service line material for neighborhoods with documented work orders

6. Rhodhiss Flashmix Basin Repairs Project: 9/25/23: McGill has been in contact with a potential bidder to identify work to be performed by the City to allow them to bid the project. McGill is also coordinating those clarifications to the bid documents with SKA and developing a bidding schedule.

C. Update; Public Works Operation Manager Jon Hogan gave the following report:

1. **Smith Crossroads Gateway Sign:** Documents have all been signed including the temporary construction and permanent maintenance easement. Construction is about 2 weeks out from beginning. In the next two weeks you should see some vegetation and tree removal within the project footprint.
 2. **LFD Infrastructure Repair (Sinkhole):** Preliminary survey work has been completed. CVET has completed soft digs and survey work for shoring portion. Golden Leaf application was submitted but has been put on hold until first week in October due to an increase in available funding. Originally the grant covered \$250,000. Our resubmittal could possibly see funding up to \$2,000,000. Current construction estimate is \$3,708,366. Project is still on schedule.
 3. **Hospital Avenue Sidewalk Project:** Asplundh has completed tree work, Duke has relocated poles and is currently moving utilities. According to meeting with NCDOT on 9/25 the additional \$1,640,000.00 in LAPP funding was approved. Will work with DOT to update agreement within the EBS portal.
 4. **Greenway; Google Connection, HWY 18 Crossing and PED Counts:** Google has completed stream bank restoration project. Mattern & Craig is working on a bid packet for this Greenway connection which will connect the pedestrian bridge at Google to the future Morganton Blvd Crossing. We will work with NCDOT on prescribed crossing options. Currently Pedestrian counts are being measured at the Lower Creek Trailhead and Quest Trailhead as part of the Midblock Crossing Application.
 5. **Freese and Nichols: 1003 Pennell St. Phase 1 Stormwater:** Documents have been completed to begin Phase 1 which will include a study of the area, historical flood data, current condition analysis, conceptual alternatives and recommendations. I did send the BRIC call for projects but the timeline was too soon for them to submit a decent application. 2024 may be a great opportunity.
- 6. 23-02 N.C. Forest Service Urban and Community Forestry Financial Assistance Award - Tree Canopy Cover Assessment: This is Phase 1 of a 3 Phase Forestry Grant Project**
- **Phase 1** – Canopy cover assessment completed by the forestry service. Current cost is \$6,932.00 with a 50% shared cost of \$3,466.00.
 - **Phase 2-** Using Federal IRA funding we would allow for the Community Forestry/Education Project. Applications for this will need to be applied by 10/1/23. As with the original project we will develop a curriculum with 8th-grade science students and conduct the project in the school year 24/25 using the canopy cover assessment information.

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- **Phase 3** – Using Federal IRA funding, applications are due July of 2025 for a planting grant based on the Phase 2 analysis results with Tree planting and post-tree planting care.

IV. Community Development

- A. Lenoir Tourism Development Authority: The Lenoir Tourism Development Authority (LTDA) met on Thursday, September 7, 2023. Minutes of the August 10 meeting are submitted as information. Donna Bean, Finance Director presented a report of the meeting.

Director Bean stated the LTDA contributed another \$50,000 to the Gateway Sign Project in addition to the \$165,000 they previously gave. She expressed appreciation for all of their support.

- B. Lenoir Business Advisory Board: The Lenoir Business Advisory Board met on Thursday, September 14 at 6:00 p.m. A report of the meeting will be presented.

Matthew Anthony, Downtown Events Coordinator, stated the Brush & Palette Company will have a ribbon cutting ceremony on Saturday, September 30 at 6:00 p.m. He noted they offer art classes to different age groups. In addition, he reported the Board received grant applications for the Harper office building and the Lenoir Service League building.

Upcoming events include the Wood, Fire, Smoke event on Saturday, October 21 from 10:00 a.m. – 7:00 p.m. and the downtown Trick or Treat event on Friday, October 27 from 3:00 p.m. – 6:00 p.m. The Mad Hatters Pumpkin Patch Parade will be held at 3:00 p.m. with the “Run for Your Life” race following the parade. The movie “The Night Before Christmas” will be shown on the downtown stage at 6:30 p.m. Light up Lenoir is scheduled to begin on Thursday, November 16 from 5:00 p.m. – 7:30 p.m. Also, the downtown Carriage Rides will begin in December.

Additional workshops will also be held for people that wish to purchase and decorate a commemorative tile that will be placed on the new clock tower. The tiles are \$75.00 each. The City has purchased some new Christmas decorations for downtown as well.

- C. Planning Board: The Planning Board did not meet in September. Ed Evans, Interim Planning Director presented a report of current projects.

Director Evans shared that Planning Director Hannah Williams will return from maternity leave on Monday, October 23. He stated the City has not yet received plans from Cedar Hills Apartments for their proposed expansion. Cedar Hills is also discussing a road placement, but has not sent any drawings to the City for that project. Director Evans further shared someone has placed a sign on the former Fatz Restaurant property and Staff is working to have it removed. He clarified the Fatz property has not been transferred to another company at this time.

In addition, Director Evans reported that Mavis Tire is not in compliance with their

original plan. He explained they should have constructed a sidewalk where the guardrail is currently placed and pointed out the City would begin issuing penalties on October 1. He clarified the developer left construction of a sidewalk out of the original plans. He mentioned he has talked with Carson Fisher at NCDOT and noted it is the responsibility of Mavis Tire to move the guardrail.

Director Evans further shared that Sunshine Daycare is addressing an easement issue with Blue Ridge Energy and stated they need to have a survey done. The daycare is planning a proposed expansion.

Director Evans updated Council on several projects and reported the Board of Adjustments may have a setback case in Summerhill. He also shared the Grants Management System will not be available at the first of the year and there will be a new application process to apply for grants. Mr. Evans also mentioned he is trying to get a Recreational Trails Program (RTP) moving for the Lenoir Greenway and explained the City requested a one-year extension.

- A. August Financial Summary: Director Bean reviewed the Financial Summary as of August 31, 2023. The over/under balance in the General Fund is \$10,322,991.87, Downtown District (\$15,075.54) and Water & Sewer Fund \$436,943.75.

A copy of the August Financial Summary is attached to these minutes as information.

Director Bean stated current revenues exceeds revenues from last year plus the downtown revenues have increased over last year while expenditures are down.

Also, the water and sewer accounts are on target and are where she anticipated them to be at this time.

- B. Job Reclassification; Public Works: Staff recommends approval of a title change from Maintenance Mechanic to Building Maintenance-Labor Supervisor to better reflect job responsibilities and departmental needs due to succession planning and responsibility changes. The cost of the changes will be \$1,988.00 and will be covered utilizing lapsed salaries.

A copy of the job reclassification is attached to these minutes as information.

Director Bean stated the individual will supervise smaller crews and the position is consistent with others in the Public Works department. Public Works Operations Manager Jon Hogan reiterated this request is for succession planning and stated their primary focus is to place more effort on leadership training. He further commended the City's Building Maintenance Department and commented they were an extremely talented group.

Motion

Upon a motion by Councilmember Beal, Council voted 6 to 0 to adopt the Job Reclassification for Building Maintenance-Labor Supervisor as described and as recommended by Finance Director Bean.

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- C. City Manager Hildebran congratulated Mayor Gibbons upon being inducted into the Caldwell County Schools Hall of Honor for all of his accomplishments during his tenure of public service to the community. The induction ceremony for Mayor Gibbons and other nominees was held at the J.E. Broyhill Civic Center where the Hall of Honor is located.

Next, Mr. Hildebran advised Council the City has received a letter from Attorney Robert Keller seeking to close H. Lewis Price Street. Mr. Keller stated in the letter he is in favor of closing the street. A brief discussion was held regarding the City's options for the street. Mr. Hildebran is studying the issue.

Note: A dedication ceremony will be held on Thursday, September 28 at 11:00 a.m. at the Economic Development Commission for their grand reopening event.

- D. State Budget: City Manager Hildebran reported the General Assembly finalized adoption of the State 2023-2025 Budget and the Governor has announced he will let the budget move forward without his signature. Mr. Hildebran reported funding was approved for the Lenoir/Valdese Water Connection Project in the amount of \$24,000,000 (\$17,000,000 for the City of Lenoir & \$7,000,000 for the Town of Valdese) along with an additional appropriation of \$2,425,000 for several other projects. He thanked Representative Destin Hall, Senator Dean Proctor, Senator Ralph Hise and Burke legislators Representative Hugh Blackwell and Senator Warren Daniel for all of their time and effort in helping to secure this funding in the proposed budget.

Next, City Manager Hildebran reported work will begin on Monday to replace the windows at City Hall. Also, a ribbon cutting will be scheduled for the new charging stations.

Councilmember Prestwood along with City Council expressed congratulations to Kent Greer upon his promotion to CEO of Fortran Corporation in Hickory.

- E. Update: Public Communications: Joshua Harris, Public Information Officer, presented the Communications Report for the month of August. Director Harris reported there were 5 news releases, 32 photos, 2 videos, 66 social posts, 33 questions & answers and 1 e-sign up. The website's social reach is 48,691 along with 869 video views.

VI. Public Safety

- A. Update: Police Department: Brent Phelps, Police Chief, stated the Department is having an Officer Recognition and Promotion Service at the Fellowship Hall of First Baptist Church at 3:30 p.m. today for the families of the officers.

Chief Phelps also mentioned the Department's National Night Out event is scheduled on Tuesday, October 3 from 6:00 – 9:00 p.m. in the downtown area. He shared they would also be hosting a costume contest for the best dressed police officer for kids under the age of 12.

Next, Chief Phelps explained a parking issue that is occurring in the 600 Block of College Avenue/Norwood Street past Rectory Hill. He stated a few residents from the Oaks apartment complex are parking on the street and one vehicle was left on the street for three weeks. He pointed out the attorney's office located there has limited parking spaces for their clients.

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Chief Phelps stated the first step to address this issue is to place signage for no overnight parking from 11:00 a.m. – 6:00 a.m. at these spaces. In addition, he mentioned residents of Cliffside Place are experiencing the same issue as their street is only 9-feet wide and customers of a garage located there are parking their vehicles on the street causing safety issues for residents and emergency personnel. Chief Phelps stated he would submit a recommendation for these two items for Council's consideration of approval at the October 3rd meeting.

- B. Update; Fire Department: Norman Staines, Fire Chief, stated they are training on the new fire apparatus and currently waiting on equipment. He said they did receive the plaque for the new truck. A ribbon cutting will be held on Friday, October 27 at Fire Station No. 2. City Council is invited to attend a breakfast event and then travel to Mack Cook Stadium to view the new stadium lights.

In addition, Chief Staines reported that although one firefighter resigned, a new hire begins on Monday keeping the department at full staff. He further reported that October is Fire Prevention Month and the department will be participating in activities throughout the month. Also, Chief Staines mentioned that Risk Manager David Coffey is still working on having the clock at Station No. 1 repaired at an estimated cost of \$1,000.00.

VII. OTHER

- A. The October calendar was provided in packet as information listing committee meetings and upcoming events.

VIII. ADJOURN

- A. There being no further business, the meeting was adjourned at 10:08 a.m.

Attachments

August Financial Summary

Job Reclassification - Building Maintenance-Labor Supervisor



**City of Lenoir
Financial Summary
As of 8/31/2023**



General Fund					
	2023-2024 Budget	8/31/2023	% of Budget	Change from Previous Year	8/31/2022
Total Revenue	\$ 22,066,505.00	\$ 14,106,846.81	64%	\$ 229,196.75	\$ 13,877,650.06
Expenditures	\$ 22,066,505.00	\$ 3,783,854.94	17%	\$ 455,101.40	\$ 3,328,753.54
Over/Under	\$ -	\$ 10,322,991.87		\$ (225,904.65)	\$ 10,548,896.52
Downtown District					
	2023-2024 Budget	8/31/2023	% of Budget	Change from Previous Year	8/31/2022
Revenues	\$ 236,900.00	\$ 19,271.18	8%	\$ 2,032.70	\$ 17,238.48
Expenditures	\$ 236,900.00	\$ 34,346.72	14%	\$ (5,774.91)	\$ 40,121.63
Over/Under	\$ -	\$ (15,075.54)		\$ 7,807.61	\$ (22,883.15)
Water/Sewer Fund					
	2023-2024 Budget	8/31/2023	% of Budget	Change from Previous Year	8/31/2022
Revenues	\$ 10,726,980.00	\$ 1,901,292.90	18%	\$ 47,989.45	\$ 1,853,303.45
Expenditures	\$ 10,726,980.00	\$ 1,464,349.15	14%	\$ 431,439.72	\$ 1,032,909.43
Over/Under	\$ -	\$ 436,943.75		\$ (383,450.27)	\$ 820,394.02

Recommendation <i>Recommendation: Based on input from the Department Heads, staff recommends the following changes.</i> To Be Effective 10/1/2023								
Department	Current Title	Proposed Title	Recommendation	Current Grade	Proposed Grade	Current salary	Proposed salary	Change
Job Responsibilities -Re-Organized - Change Pay Grade								
Public Works	Maintenance Mechanic	Building Maintenance - Labor Supervisor	To reclassify position to plan for succession as well as provide supervision to smaller crews who are working on projects. This is consistent with the staffing of other Public Works departments.	17	18	39,758.00	41,746.00	1,988.00

*Change in salary will be covered by lapsed salaries.

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MAINTENANCE MECHANIC

General Statement of Duties

Performs semi-skilled to skilled trades work in the maintenance and repair of buildings, facilities and equipment.

Distinguishing Features of the Class

An employee in this class performs varied building, facility, and equipment maintenance and repair activities primarily in the construction/carpentry, brick work, painting and plumbing and skilled journey trade level; assists with electrical and HVAC. Work requires judgment and independent initiative and basic to advanced knowledge of trade practices and skills. Employees are subject to working in inside and outside environments, in extreme cold and hot weather, and hazards in the work including exposures to loud noises, vibrations, proximity to moving mechanical parts, electrical current, working in high places, exposure to chemicals, fumes, odors, dusts, mists, gases, and oils. Employee is subject to hazards associated with electrical work including working in both inside and outside environments, in extreme temperatures, and exposure to various hazards such as working at heights, loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, confined spaces, poor ventilation, and oils. Work is performed under general supervision and is reviewed in progress and upon completion for conformance to instructions, codes, and accepted standards.

Duties and Responsibilities

Essential Duties and Tasks

Performs journey level construction trade maintenance and repair work; assembles and repairs office furniture; assists with new construction of bridges, bathroom stalls, shelters, concessions stands, etc.

Repairs, remodels and/or replaces building structures and offices, and performs varied skilled carpentry tasks; hangs, replaces, or repairs walls, cabinets, doors, windows, steps, etc., patches holes; and fabricates or repairs office furniture and cabinets.

Replaces and repairs, windows, doors and door closures, gates and fences, and leaking roofs.

Installs tile, floor coverings, and suspended ceilings, and vinyl siding.

Assists with electrical work; runs conduit and electrical wires; replaces light bulbs, ballasts, switches and outlets; assists with street light repair, ballpark lights and other indoor and out door lights

Performs plumbing work; repairs and maintains plumbing fixtures; unstops drains; installs valves, toilets and urinals; repairs leaks to toilet and kitchen plumbing fixtures.

Paints a variety of surfaces, prepares exterior and interior surfaces, scrapes, applies putty and caulking, replaces sheet rock or repairs holes; uses power washer and solvents on outside walls; may select paint and applies paints, varnishes and stains using variety of rollers, brushes and other painting equipment; cleans equipment; selects and purchases paints, stains and supplies.

Performs renovation work; removes and replaces walls; builds wall frames, doors and windows; and installs sheet rock and applies mud to joints.

Checks heating, air conditioning, and refrigeration equipment for proper operation; monitors filters and temperatures; replace air filters; cleans coils.

Lays brick and blocks; pours cement.

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Maintenance Mechanic
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Assists with set-up and tear down for city events.
Carries out work according to OSHA and city safety procedures.
Performs welding for repair and fabrication on metal fences.
Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Journey level knowledge of the principles and techniques of the various skilled trades required of the position.

Thorough knowledge of the methods, tools, and equipment used in the assigned trades.

Thorough knowledge of safety regulations, occupational hazards and related safety precautions in the work.

Skill in the use and care of assigned tools and equipment.

Ability to diagnose and repair problems and plan and organize appropriate corrective action.

Ability to understand and follow oral and written instructions.

Ability to exercise independent initiative.

Ability to establish and maintain effective working relationships with coworkers, supervisors, and other employees.

Physical Requirements

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

Must be able to perform medium to 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 assemble or fabricate parts close to the eyes; to operate machines such as drills and power saws, to perform skilled trades' tasks of non-repetitive nature, to use measurement devices, and to keep and maintain various records.

Desirable Education and Experience

Graduation from high school, or GED, supplemented by course work in varied technical or trade skills and journey level experience in the assigned building trades; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.

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CITY OF LENOIR
PUBLIC WORKS DEPARTMENT

LABOR SUPERVISOR - BUILDING MAINTENANCE

General Statement of Duties

Performs supervisory and skilled work in directing employees participating in the maintenance and repair of City's buildings, park structures, and various electrical and mechanical systems.

Distinguishing Features of the Class

An employee in this class serves as the labor supervisor over the crew performing varied trades, crafts in the maintenance and repair of City buildings and facilities including electrical and mechanical systems. Work involves making work assignments based on discussion with the Superintendent and Assistant Superintendent and identified priorities, monitors work in progress and inspects completed work for acceptable standards. Employee performs journey level skilled trades work in construction, electrical and plumbing. Employee serves in the absence of the Superintendent and Assistant Superintendent. Considerable independent judgment and initiative are required in the performance of work. The employee is subject to hazards in the work including indoor and outside environmental conditions; significant noise and vibrations; physical conditions such as proximity to moving mechanical parts, electrical current; working in high places, narrow aisles, crawl spaces and areas which could cause claustrophobia; and exposure to high heat, chemicals, oils, fumes, dusts, odors, or poor ventilation. Work may be subject to the final standards of OSHA blood borne pathogens. Tact and courtesy are required in contacts with department heads and employees regarding requests for service and complaints. Work is performed under general supervision and is evaluated through daily conference, observation, comments from service users, and for the effective maintenance of buildings, grounds and equipment in satisfactory condition.

Duties and Responsibilities

Essential Duties and Tasks

- Serves in the absence of the Superintendent and Assistant Superintendent; reviews work orders and determines priorities and makes assignments; handles routine purchasing and personnel issues.
- Meets with Superintendent and Assistant Superintendent each morning and discusses status of work completion and priorities; makes assignments to crew; works with a crew; observes and drives to other sites to monitor work; ensures work is completed effectively, in accordance with safety and other work standards; trains and discusses performance as needed and provides feedback and recommendations to the Superintendent and Assistant Superintendent.
- Participates in interviews for hiring with the Superintendent and Assistant Superintendent and gives input; gives input on budget needs.
- Participates and leads in the maintenance and repair of City office buildings, parks and other facilities; performs carpentry, plumbing, electrical, construction and renovations, and other related skilled trades.
- Performs construction carpentry; builds cabinets, shelves and assembles office furniture;

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Building Maintenance Labor Supervisor
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- builds structures such as bridges, shelters, bathrooms and stalls, and concession stands; hangs suspended ceilings; installs vinyl siding; hangs sheetrock.
- Performs skilled electrical work; such as re-lamping and repair of lights; runs conduit and electrical wires; repairs motors and pumps, traffic lights and controllers; installs and maintains PA system.
- Performs maintenance on HVAC system and buildings; replaces air filters on HVAC; replaces doors and windows, tile and floor coverings, and paints interior of buildings and outside structures.
- Fabricates metal and welds; builds and repairs gates and fences, trailers and railings.

Additional Duties

- Demolishes old structures.
- Performs related work as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Considerable knowledge of methods, equipment and materials used in the maintenance and repair of office buildings, parks and facilities.
- Considerable knowledge of building trades including carpentry, electrical, and plumbing.
- Considerable knowledge of the occupational hazards and safety precautions involved in the work.
- Working knowledge of the maintenance of vehicles and equipment.
- Working knowledge of building and fire codes.
- Working knowledge of the concepts and philosophy of teamwork and ability to work effectively as part of a team.
- Some knowledge of modern effective supervisory principles and practices including communication, coaching and motivation, and ability to oversee and review work activities of maintenance staff.
- Ability to train workers in proper work techniques and procedures.
- Ability to maintain effective working relationships with other City departments, employees, and the general public.
- Ability to understand and follow oral and written instructions.
- Ability to read and work from blueprints and sketches.
- Ability to establish and maintain effective working relationships with other employees, superiors,
- Ability to use good judgment and to take initiative.
- Ability to keep accurate records and prepare reports.

Physical Requirements

- Must be able to perform basic life functions including climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform heavy work which may involve 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.

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Building Maintenance Labor Supervisor

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- Must have visual acuity to use measuring devices, to assemble or fabricate parts, to read plans and drawings, to perform skilled trades and operate equipment, and to inspect work and determine accuracy and thoroughness.

Desirable Education and Experience

- Graduation from high school or GED and considerable skilled building and grounds maintenance experience, or any equivalent combination of education and experience.

Special Requirement

- Possession of a valid N.C. driver's license.