



## Town of Clayton Utility Maintenance Field Supervisor

<b>SALARY</b>	\$50,357.00 - \$62,889.00 Annually	<b>LOCATION</b>	Clayton, NC
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	0725-00798
<b>DEPARTMENT</b>	Water Resources	<b>DIVISION</b>	Water Sewer Preventative Maintenance
<b>OPENING DATE</b>	07/03/2025	<b>CLOSING DATE</b>	Continuous
<b>HIRING PAY</b>	\$62,889.00		
<b>RANGE UP TO:</b>			

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### Description

**\* Salary Grade SG304 \* \* Recruitment Range: \$50,357.00 - \$62,889.00 \***

**\*\* Salary offered will be determined based on directly related experience \*\***

**\* Work Location is 653 Veterans Pkwy, Clayton, NC (Johnston County) \***

**\*\*\*This is a continuous posting and applications will be processed as they are received.\*\*\***

The Town of Clayton is seeking applicants for a **Utility Maintenance Field Supervisor** for the **Water Resources Department**. The Town of Clayton employs more than 340 full-time staff in areas including police, fire, and electric utilities. The Town of Clayton also offers a range of PT positions including positions in Parks & Rec, Library, and Cultural Arts.

The Town of Clayton is the fastest growing town in Johnston County, which is the fastest growing county in the State of North Carolina. The vision for the Town of Clayton includes a thriving town where growth contributes to the quality of life enjoyed by long-time residents and newcomers alike; easy access but with an atmosphere that feels smaller than it is; a system of parks and greenways that connect people and places; neighborhoods with a variety of quality living options; a town that offers opportunities for people to live, create, shop and eat; a bustling and historic downtown, and businesses that are successful, growing, and investing in the community.

### Duties & Responsibilities

An employee in this class performs a variety of advanced skilled work as a leader of a crew or crew(s) engaged in the construction, installation, and repair of water and sewer lines, pumping stations and appurtenances. Employees are on-call and are subject to callback work. This position is classified as Service Critical.

- Plans and leads in the preventive & predictive maintenance and repair of the Towns Collections system, to include sewer lift stations; pulls pumps, cleans pumps, cleans wet wells, checks generators and bypass pumps, and all other related appurtenances.

- Leads and participates in the use of the Vac-truck and jetting machine to regularly clean sewer lines, unstop blockages, clean wet wells, and all other Town related needs.
- Plans and leads permit required confined space entries into manholes, wet wells, check valve vaults, and all other related appurtenances.
- Leads and participates in the use of CCTV equipment to video log gravity sewer lines to find issues or notate current conditions; keeps accurate records of locations and conditions.
- Leads and participates in the use of the Sewer Line Rapid Assessment Tool (SLRAT) to utilize ultra-sonic technology to assess sewer lines and maintain records of results and plans any repairs that may be needed.
- Leads and participates in the replacement of Air Release Valves (ARV's), water and sewer lines, valves, hydrants, meters, and all related structures in the Collection and Distribution systems.
- Plans and participates in collection system smoke testing, as well as follow through with repairs.
- Leads and participates in the application of herbicides around manholes, valve markers, hydrants, valves, pump stations, easements, as well as operating equipment to cut undergrowth.
- Operates loaders, backhoes, track hoes, tractors, dump trucks, air hammers, tampers, pipe threading machines, tapping machines, trenchers, air compressors, boring machines, vac-trucks, and all other related equipment.
- Meets with citizens and contractors to explain Town policies and procedures and solve problems.
- Serve as the Backup Operator in Responsible Charge (B- ORC) as needed or required for the distribution and/or collections system.
- Coordinates, leads, and participates in the staging, setup and take down of generators and bypass pumps in the Collections system and at the lift stations during emergency events as well as planned tasks.
- Coordinates with Emergency Management and the Public Information Department for all communication as it relates to Town work that requires public notification.
- Trains new workers; provides technical performance coaching and feedback, guidance, and leadership to crew members; insures proper work methods and safety practices.
- Performs performance evaluation and coaching of crew members.
- Participates and implements disciplinary actions in accordance with the Town's policy and procedures.
- Leads and participates in maintenance and minor repair of tools and equipment; ensures that proper tools and equipment are taken to the work site to avoid work delays.
- Leads and participates in the execution of work zones according to the Manual on Uniform Traffic Control Devices (MUTCD) and flags traffic.
- Leads and participates in a team or multiple crews to make water and sewer taps and install service, repair lines, and provide field customer service; Operates a backhoe to dig in mains or laterals; installs meters.
- Leads and participates in operating tapping machines to make taps and service connections; sets meter boxes and meters.
- Leads and participates in line locations for other utilities and contractors. Installs, services and testes water meters and meter yokes.
- Installs hydrants, meters, valves, clamps, and related pipeline apparatus; sets meter boxes; repairs and replaces fire hydrants; tests meters.
- Connects and disconnects water service; reads meters; inspects services for leaks; flushes hydrants when needed; locates water lines to avoid damage by other contractors or utilities.
- Prepares records of work activities; creates work orders in the Towns work order system, reviews work orders of crew members to ensure accuracy and completeness; reviews maps and blueprints; ensures maps are updated with changes as discrepancies are found.

- Plans, oversees, and leads in the execution of work zones according to the Manual on Uniform Traffic Control Devices (MUTCD) and flags traffic.
- Maintains the necessary tools and inventory on ALL departmental vehicles and keeps stocked and notifies the Superintendent of the needs of the crew.
- Fills in for coworkers in their absence.
- Perform other related tasks as required.
- Serve in on-call rotation.

## Special Requirements, Education & Experience

### EDUCATION & EXPERIENCE:

- High School Diploma or GED Required
- Vocational or Technical Training Preferred

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines and appurtenances.
- Extensive knowledge of the operation, maintenance, and repair of sewer lift stations, sewer collections system, and water distribution system.
- Extensive knowledge of the practices and principles of troubleshooting pump problems with submersible, vacuum lift, and suction lift pump stations.
- Extensive knowledge of a variety of maintenance and manual methods and tasks involved in the installation, maintenance, repair and replacement of utility lines and appurtenances.
- Extensive knowledge of the use of construction equipment and common hand and power tools, as well as the care of said tools.
- Extensive knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.
- Extensive knowledge of the occupational hazards and safety precautions required in the work environment as well as the Town's policies and procedures.
- Considerable knowledge of the application of information technology to the work unit.
- Extensive knowledge of the Town's water and sewer customer service policies and procedures.
- Skill in the operation of heavy construction equipment.
- Possess the ability to establish and maintain effective working relationships with supervisors, co-workers, and the public.
- Possess the ability to read utility line maps and operation and service manuals.
- Possess the ability to understand and follow oral and written instructions; prepare records of work activities.
- Possess the ability to solve problems in maintenance, repair, and customer service. Ability to maintain records of work activities.
- Possess the ability to provide positive leadership, orient new employees, inspire teamwork, provide training, coaching and feedback to assigned staff.
- Considerable knowledge on conflict resolution.

NECESSARY SPECIAL QUALIFICATIONS/REQUIREMENTS:

- Possess a valid North Carolina Class A CDL with tanker endorsement or the ability to obtain within twelve months of hire.
- Possess a valid North Carolina Grade C Water Distribution Certification or the ability to obtain within twelve months of hire.
- Possess a valid North Carolina Grade 3 Wastewater Collections Certification or the ability to obtain within twelve months of hire

OR

Depending on the position, the Town may consider an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

**\*SUBMIT OFFICIAL APPLICATION USING THE TOWN'S CAREER WEBSITE\***

<https://www.townofclaytonnc.org/>

If you have technical issues submitting your application, please call the NEOGOV (governmentjobs.com) Help Line at 855-524-5627. If there are any questions about this posting, other than your application status, please contact the Human Resources Office. If multiple applications are submitted to an individual posting, only the most recent application received prior to the closing date will be accepted. To check the status of your application, please log on to your NEOGOV account and click "Application Status". It is not necessary to contact the Human Resources Office to check the status of an application. Normal processing time for applications is 30-45 days from the closing date of the posting.

To obtain veterans preference, you must scan and upload a copy of your DD-214 or discharge orders. Degrees must be accredited by the U.S. Department of Education. Transcripts and degree evaluations may be uploaded with your application. To receive credit for your work history and credentials, you must list the information on the online application form. Any information omitted from the application cannot be considered for qualifying credit. Attached or incorporated resumes (including Text Resume's on the on-line application) WILL NOT be used for screening for qualifying credit. "See Resume" or "See Attachment" WILL NOT be accepted in lieu of completing an on-line application form. Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time."

Applicants may be subject to a criminal background check. Credit and motor checks are required for some administrative, finance and operational positions. Applicants will be required to take and pass a Pre-Employment Drug and Alcohol screen once they are verbally given a conditional offer of employment. Depending on the position, employees may be subject to random drug and alcohol screens throughout their employment. Applicants have rights under Federal Employment Laws: Family and Medical Leave Act (FMLA), Equal Employment Opportunity (EEO), and Employee Polygraph Protection Act (EPPA).

Town of Clayton employees enjoy many benefits including a retirement pension plan, 401K membership, Paid Vacation, Sick and Holiday Leave, State Health Plan, and various other benefits. Benefits information can be found by going directly to the Town of Clayton website at: <https://www.townofclaytonnc.org/251/Benefits>.

When a salary range is posted, the actual salary will be based on relevant competencies, knowledge, skills & abilities, internal equity and budgetary considerations pertinent to the advertised position. The Town of Clayton is an Equal Opportunity Employer. Hiring salary will not exceed hiring pay range unless approved by the Town Manager.

**Applications may be reviewed to determine if applicants education and experience is more applicable to other vacant positions within the Town.**

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**Employer**

Town of Clayton

**Address**

111 E Second St.  
PO Box 879  
Clayton, North Carolina, 27520-2459

**Phone**

919-553-5002

**Website**

<http://townofclaytonnc.org>

## Utility Maintenance Field Supervisor Supplemental Questionnaire

### \*QUESTION 1

Do you currently hold a Class A Commercial Driver's License with a Tanker Endorsement?

- ☐ Yes  
☐ No

### \*QUESTION 2

If you currently hold any Water, Sewer, or Pesticide Licenses, please list them here.

### \*QUESTION 3

Please briefly describe your previous supervisory experience, including how many employees supervised.

### \*QUESTION 4

Are you willing to accept the position if offered at the recruiting salary pay range \$50,357.00 - \$62,889.00?

- ☐ Yes  
☐ No

\* Required Question