



Town of Clayton Utility Maintenance Mechanic I - Operations

SALARY	\$20.91 - \$26.12 Hourly \$43,500.00 - \$54,326.00 Annually	LOCATION	Clayton, NC
JOB TYPE	Full-time	JOB NUMBER	0725-00810
DEPARTMENT	Water Resources	DIVISION	Water Sewer Operations
OPENING DATE	07/03/2025	CLOSING DATE	Continuous
HIRING PAY RANGE UP TO:	\$54,326.00		

Description

*** Salary Grade SG301* * Recruitment Range: \$43,500.00 - \$54,326.00***

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

*** Work Location is Operations Center 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 Mechanic I** for the **Water Resources Department Water Sewer Operations Division**. 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

Performs responsible unskilled and semi-skilled work in the installation, replacement, repair and preventive maintenance of water and sewer lines, pumping stations, and appurtenances. Employees are on-call and subject to call-back work.

This position is classified as Service Critical.

Repairs and replaces water and sewer lines, valves, hydrants, Air Release Valves (ARV) and all related structures.

Assists in the operation of the equipment used to inspect the collections system.

Operates various pieces of equipment needed to complete tasks.

Maintains necessary tools and inventory on departmental vehicles.

Operates a tapping machine to make water and sewer taps; sets meter boxes; installs meters; performs pressure/volume tests.

Performs preventive maintenance to the water distribution system; flush water mains, flush hydrants, install auto flushers, and exercise valves.

Assist in the operation of the Vac-truck and jetting machine to regularly clean sewer lines, unstop blockages and all other town-related needs.

Performs preventive maintenance and repair to sewer lift stations; pulls pumps, cleans pumps and wet wells; checks generators and bypass pumps, and all other related structures.

Performs permit required confined space entries into manholes, wet wells, check valve vaults, meter vaults, and related water and sewer appurtenances.

Records pump hours and averages for review by the Water Resources Superintendent.

Troubleshoots electrical and instrument equipment such as floats, relays, control panels and all other related structures to the pump station.

Assists in the application of herbicides around hydrants, valves, valve markers, manholes, pump stations and easements, as well as operating equipment to cut the undergrowth.

Performs other related tasks as directed.

Special Requirements, Education & Experience

Basic knowledge of the tools, materials, and equipment used in the installation, replacement, maintenance and repair of water and sewer lines.

Basic knowledge of the variety of maintenance and manual tasks involved in the installation, maintenance and repair of water and sewer lines and appurtenances.

Basic knowledge of the operation, maintenance and repair of sewer pump stations and appurtenances.

Working knowledge of the use of common hand and power tools.

Working knowledge of the safe use and operation of automotive and mechanical equipment.

Basic knowledge of maintaining accurate records.

Basic knowledge of the Occupational Hazards and Safety precautions needed in the work environment as well as Town policies and procedures.

Basic knowledge of the Town's current work order system.

The ability to perform manual labor for extended periods, often under unfavorable weather conditions.

The ability to establish and maintain effective working relations with co-workers, supervisors, and the public.

The ability to read utility line maps, operation, and service manuals and to understand and follow oral and written instructions.

Basic knowledge in conflict resolution.

Education & Experience

- Required: High School Diploma or GED

- Preferred: C-Distribution Certification
- Experience in construction-related utility work including heavy equipment operation.

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.

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 Mechanic I - Operations Supplemental Questionnaire

***QUESTION 1**

Do you have a valid drivers license? What classification?

***QUESTION 2**

What Distribution or Collections Certifications do you currently hold?

***QUESTION 3**

Can you work after hours and on call?

***QUESTION 4**

Do you have any experience performing on call duties?

***QUESTION 5**

List any certifications or additional training you have received.

***QUESTION 6**

What is your long term goals and how may this position help you obtain that goal?

***QUESTION 7**

Are you able to work in inclement weather?

***QUESTION 8**

Are you willing to accept the position if offered at the recruiting salary pay range \$43,500.00 - \$54,326.00?

☐ Yes

☐ No

*** Required Question**