



# Madison County Vacancy Announcement

## Facilities Worker I Maintenance Department

### Position Summary:

Performs intermediate unskilled work in the care and maintaining of county buildings and facilities; does related work as required. Work is performed under regular supervision. This position will also assist in the Community Services Department when needed and deemed necessary.

This position is non-exempt under the Fair Labor Standards Act.

### Where to Apply:

The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <http://www.madisoncountync.org/employment.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753.

Madison County Government is an Equal Opportunity Employer.

### Essential Functions:

- Maintains buildings and facilities;
- Repairs heating and cooling equipment;
- Performs plumbing tasks, such as repairing or replacing faucets, valves, and fixtures, unclogging drains, toilets, and sinks, installing water heaters;
- Performs repairs of electrical fixtures, including sockets, switches, globes, and breakers;
- Performs repair of broken or damaged flooring, and replaces flooring;
- Paints exterior and interior surfaces, walls, ceilings, base boards, and trim;
- Maintains grounds by picking up debris, mowing, edge trimming, and other landscaping tasks;
- Removes snow and/or ice from roads, paths, walks, stairs, and parking areas by using hand tools and powered equipment;
- Assists in moving furniture;
- Changes light bulbs;
- Washes windows, walls, woodwork, bathroom fixtures;
- Operates carpet shampooer; vacuums and cleans carpet;
- Gathers and disposes of refuse, litter and trash, empties wastebaskets;
- Helps set up building and rooms for activities and special events, when needed;
- Fills in as a back-up Community Services Van Driver when needed;
- Performs basic janitorial work, such as cleaning offices and restrooms, as needed;
- Performs related tasks as required.

### Education:

Any combination of education and experience equivalent to graduation from high school and prefer at least 2 years of custodial and/or maintenance experience.

## **Knowledge, Skills, and Abilities:**

Knowledge of building maintenance and cleaning practices, supplies, and equipment and ability to use them economically and efficiently; ability to understand oral and written directions; ability to establish and maintain effective working relationships with associates; physical ability to perform heavy manual work; ability to work independently.

## **Physical Requirements:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Frequent lifting up to 75 pounds
- Frequent carrying up to 75 pounds
- Frequent pushing up to 100 pounds
- Constant standing and walking
- Frequent squatting, stooping, and body twisting
- Reaching at high and low levels

**Requirements:** Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. This position is subject to health and safety sensitive random drug testing. Must possess a valid North Carolina Driver's License.

**Salary:** \$24,960 - \$27,040 per year. This position comes with a benefits package including: paid health insurance; dental, eye and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays.