



Job Opening: PT Maintenance Worker  
Department: Parks & Recreation, Town of Waynesville  
Hours: Schedule Varies  
Salary: \$10.00/hr.  
Posting Closes: Wednesday, February 10, 2016 at 5:00 p.m.

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### **ESSENTIAL JOB FUNCTIONS**

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Provides general custodial maintenance of assigned Town buildings and facilities.

Performs various custodial duties, which include but are not limited to cleaning and sanitizing restrooms, cleaning counters, cleaning and polishing windows and other glass surfaces, dusting and polishing furniture and other surfaces, cleaning window blinds, wiping walls, wiping telephones and copy machines, cleaning water fountains, removing trash, sweeping and mopping floors, scrubbing / polishing floors, stripping and waxing floors, vacuuming / spot cleaning / shampooing carpets, vacuuming air vents and upholstered furniture, sweeping walkways and building entrances, washing break room dishes, etc.

Cleans porches, walkways, etc.

Stocks restrooms with supplies.

Performs light building maintenance as required, such as replacing light bulbs, moving tables and chairs and other furnishings, painting and/or touching up paint on walls and other surfaces, performing minor building repairs, etc.

May shovel snow or spread salt on walkways during winter months.

Makes deliveries and runs other errands as requested.

Performs all work in compliance with Town policies, procedures and standards of cleanliness, quality and safety.

Maintains assigned vehicles and equipment; initiates repair work as needed.

Requests and maintains adequate inventory of necessary tools, materials and supplies.

Maintains accurate and complete records of work performed.

Receives and responds to inquiries, requests for assistance and complaints from Town employees and the public.

**TITLE : PT Maintenance Worker (Parks & Recreation)**

Attends training as required to enhance job knowledge and skills.

**INVOLVEMENT WITH DATA, PEOPLE, AND THINGS**

**DATA INVOLVEMENT:**

Requires comparing or inspecting items against a standard.

**PEOPLE INVOLVEMENT:**

Requires following instructions and orders of supervisor.

**INVOLVEMENT WITH THINGS:**

Requires handling or using machines, tools or equipment requiring brief instruction or experience, such as hand and power tools, buffers, floor polishers, vacuum cleaners, mowers, and other similar equipment.

**COGNITIVE REQUIREMENTS**

**REASONING REQUIREMENTS:**

Requires performing semi-routine work following procedures with occasional problems.

**MATHEMATICAL REQUIREMENTS:**

Requires using basic addition and subtraction, such as making change or measuring.

**LANGUAGE REQUIREMENTS:**

Requires reading simple sentences, instructions or work orders; writing simple sentences and completing simple job forms; speaking simple sentences using basic grammar.

**MENTAL REQUIREMENTS:**

Requires doing clerical, manual or technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.

**VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION**

**VOCATIONAL/EDUCATIONAL PREPARATION:**

Requires high school diploma or GED equivalent.

**SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess a valid state driver's license.

**EXPERIENCE REQUIREMENTS:**

Requires over three months and up to and including six months.

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**AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

**PHYSICAL AND DEXTERITY REQUIREMENTS:**

Requires medium work that involves walking, standing, stooping, jumping, dancing, stretching or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy. Must be able to perform basic life functions of climbing, stooping, crouching, crawling, kneeling, reaching, pushing, pulling, standing, walking, fingering, grasping.

**ENVIRONMENTAL HAZARDS:**

The job may risk exposure to bright/dim light, dusts and pollen, fumes and/or noxious odors, heights, disease/pathogens, toxic/caustic chemicals.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

**JUDGMENTS AND DECISIONS**

**JUDGMENTS AND DECISIONS:**

Requires very few decisions affecting only the individual; works in a very stable environment with clear and uncomplicated written/oral instructions.

**ADA COMPLIANCE**

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Interested individuals may file an application with the Town of Waynesville or Job Link on or before the closing date of Wednesday, February 10, 2016 by 5:00 p.m.

Application is available online at [www.waynesvillenc.gov/human-resources](http://www.waynesvillenc.gov/human-resources) or by visiting the Municipal Building located at 16 South Main Street, Waynesville, NC 28786.

Completed applications should be sent to:

Brittany Buchanan, HR Specialist  
Town of Waynesville  
16 South Main Street  
Waynesville, NC 28786  
Or via email at [bbuchanan@waynesvillenc.gov](mailto:bbuchanan@waynesvillenc.gov)