



Job Posting

Date: May 16, 2016

Position PT Maintenance Worker- Outside Facilities

Hours: Primary Monday-Friday with rotating weekends

Salary: \$10.00/hr.

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform a variety of semi-skilled and unskilled manual work in the maintenance of Town streets, cemetery and buildings, and to perform related work as required. This class works according to set procedures under close supervision.

ESSENTIAL TASKS

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.

Performs semi-skilled and unskilled manual work in the maintenance and repair of Town streets, cemetery and assigned buildings.

Performs routine building maintenance and repair work as required, including changing light bulbs, changing air filters, painting interior and exterior surfaces, etc.

Arranges rooms for citizens and staff for meetings and events; moves tables and chairs according to established plans; stores excess tables and chairs; returns rooms to standard arrangements when not in use.

May set up sound systems for meetings and events as requested.

Performs various custodial duties, which include but are not limited to cleaning and sanitizing restrooms, cleaning water fountains, removing trash, sweeping and mopping floors, vacuuming / spot cleaning, sweeping walkways and building entrances, etc.

Removes trash and debris along Town streets.

Performs general groundskeeping work, including but not limited to mowing grass, trimming shrubs and trees, watering grounds and landscaped areas, raking leaves, sweeping walkways, removing weeds, removing debris, etc.

Maintains department tools and equipment.

CLASS TITLE: OUTSIDE FACILITIES MAINTENANCE WORKER

Prepares and submits various records and reports as required.

Receives and responds to inquiries, requests for assistance, concerns and complaints in areas of responsibility.

Attends meetings, workshops, training, etc., as necessary to maintain job knowledge and skills.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Requires copying, transcribing, entering or posting data or information.

PEOPLE INVOLVEMENT:

Requires speaking or signaling to people to convey or exchange information of a general nature.

INVOLVEMENT WITH THINGS:

Requires handling or using machines, tools or equipment requiring moderate instruction and experience, such as shop tools, vehicles, janitorial equipment, lawn maintenance equipment, etc.; may repair power tools and light equipment.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing semi-skilled work involving set procedures and rules but with frequent 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 North Carolina driver's license.

CLASS TITLE: OUTSIDE FACILITIES MAINTENANCE WORKER

EXPERIENCE REQUIREMENTS:

Requires over one month and up to and including three months of experience in building and grounds maintenance work.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires medium-to-heavy work that involves walking, standing, stooping, lifting, digging, pushing or raising objects and also involves exerting between 20 and 50 pounds of force on a recurring basis and 50 to 100 pounds of force on an occasional basis. Must be able to perform basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling and repetitive motion.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, 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:

Responsible for guiding others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

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 applicants may submit an application/resume to:
Town of Waynesville,
Brittany Buchanan, HR Specialist
Human Resources Department
16 S. Main Street
Waynesville, NC 28786
Or via email to bbuchanan@waynsvillenc.gov
Applications will be accepted until June 3, 2016 at 5:00 p.m.