



Now Hiring Maintenance & Grounds Technician

Benefits:

- Free Employee Health Ins
- Great pay & benefits
- Clear career path
- Paid training
- Education reimbursement
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FIND YOUR NEW CAREER AS A
MAINTENANCE & GROUNDS TECHNICIAN
SALARY RANGE: \$35,278.07 - \$56,444.91 DOE

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☎ (828) 452-2491
WWW.WAYNESVILLENC.GOV/JOBS
[16 SOUTH MAIN STREET, WAYNESVILLE, NC](#)



SCAN HERE

- Paid Holidays
- Sick Leave
- Vacation Leave
- Retirement Benefits
- 5% Salary Increase after Probation



Maintenance & Grounds Technician

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Public Facilities

Pay Grade: 56

Salary Range: \$35,278.07-\$56,444.91

FLSA Status: Non-Exempt

Hours: 7am-4pm Monday-Friday*

ESSENTIAL JOB FUNCTIONS

- Provides general maintenance of assigned Town buildings and Facilities.
- Maintain Department tools and equipment.
- Clean & inspect walkways, parking lots, etc.
- Assess inventory.
- Performs light building maintenance as required, such as replacing light bulbs, moving tables and chairs and other furnishing, painting or touching up paint on walls and other surfaces.
- Performs general preventative maintenance and maintains monthly checklists.
- Performs minor building and furnishing repairs.
- Performs general grounds keeping 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.
- Shovel snow or spread salt on walkways during winter months.
- Minor electrical, plumbing, and carpentry as needed. Performing work orders for building maintenance and/or knowing who to call.

- Checking HVAC units and ensuring their efficiency.
- Maintains assigned vehicle and equipment.
- Receives and responds to inquiries, requests for assistance and complaints from Town employees and the public.
- Prepares and submits records and reports as required.
- Assist in general overall Town landscape and grounds upkeep, cleanup, and tidiness.
- Assist in proper care of Town landscapes and grounds to include trimming, edging, weeding, pruning of trees and shrubs, application of herbicides, pesticides and fungicides and application of seeds, bulbs, plants, mulch, and fertilizers, clears debris and undergrowth, etc. as necessary; operate weed eaters, power edgers, power mowers, loaders, backhoe, backpack sprayers, shoves, hand tools and related landscape equipment as required.
- Attends training as required to enhance job knowledge and skills
- Additional duties as assigned

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, vacuum cleaners, mowers, trimmers, and other similar equipment.

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

QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent

Special Qualifications:

- Possession of a valid driver's license to operate a motor vehicle. Requirements exist at the time of hire and as a condition of continued employment.

PHYSICAL DEMANDS

Requires medium work that involves walking, standing, stooping, balancing, jumping, stretching or lifting all the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, exerting 100 pounds of force on an occasional basis, adeptness and speed in the use of fingers, hands, or limbs in task involving very close tolerance 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.

ADA COMPLIANCE

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

*Occasional weekend hours as needed.

The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Apply online: <https://www.surveymonkey.com/r/townofwaynesvilleapplication>

Or Scan the QR Code to apply online:



Interested applicants may apply online or submit an application to:
Town of Waynesville
Attn: Human Resources Department
16 S. Main Street
Waynesville, NC 28786
bangel@waynesvillenc.gov