

 Now Hiring!

MAINTENANCE & GROUNDS TECH

ARMORY TEAM - TOWN OF WAYNESVILLE
PARKS & RECREATION

In this role, you'll help with maintaining our town's Armory & Greenway programs.

If you enjoy working outdoors and are handy at performing minor building repairs, we want to hear from you!

\$35,278.06/year
5% increase after probation

Free Employee Health & Dental Insurance

Paid Time Off Retirement & 401K



Contact Us
828-456-2030 

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.



Maintenance & Grounds Technician

Department: Parks & Recreation – Armory Location

Pay Grade: 56

Salary Range: \$35,278.06 - \$56,444.93

FLSA Status: Non-Exempt

Hours: 7am-4pm Monday-Friday*

ESSENTIAL JOB FUNCTIONS

- Provides general custodial maintenance of assigned Town buildings and facilities
- Clean & inspect walkways, greenways, etc.
- Pressure wash shelters
- Clean Park/greenway signs monthly and assess inventory
- Stocks restrooms with supplies and remove trash
- 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 minor building repairs
- Mowing and trimming grass
- Minor plumbing issues
- May 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
- Attends training as required to enhance job knowledge and skills
- 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

May 2026

fountains, removing trash, sweeping and mopping floors, scrubbing / polishing floors, stripping and waxing floors, vacuuming / spot cleaning / shampooing carpets, vacuuming air vents, sweeping walkways and building entrances, washing break room dishes, etc.

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.

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, jumping, stretching or lifting all the time and also involves exerting between 20 and 50 pounds of force on a recurring 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.

May 2026

ENVIRONMENTAL HAZARDS

The job may risk exposure to bright/dim light, dusts and pollen, fumes and 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 submit an application to:

**Town of Waynesville,
Brittany Angel, HR Coordinator
Human Resources Department
16 S. Main Street
Waynesville, NC 28786**

Or via email to bangel@waynesvillenc.gov

Applications will be accepted until filled