

**POSITION: Maintenance Worker I**  
**DEPARTMENT: Buildings & Grounds**  
**Grade: 21**  
**Starting Salary: \$30, 778.54**  
**Posted: November 19, 2024**  
**Closing Date: Until Filled**  
**Two Vacant Job Opportunities**



**GENERAL DEFINITION OF WORK:**

Performs semiskilled work cleaning and maintaining County buildings, grounds and facilities, and related work as apparent or assigned. Work is performed under the close supervision of the Maintenance Mechanic II/Supervisor.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

- Sweeps, mops and dusts offices; cleans and dusts tables and other furniture.
- Cleans and disinfects restrooms in County buildings; replenishes paper supplies and soap as necessary; clears clogged drains in sinks and toilets; cleans kitchen area including stove and refrigerator.
- Sweeps, strips, waxes, buffs, mops and vacuums floor surfaces; spots and cleans carpet.
- Cleans windows, walls, wood work and light fixtures.
- Empties trash receptacles; removes and sorts recyclables.
- Performs routine repairs on building fixtures, furniture and/or structures, such as replacing light bulbs and fuses, tightening loose hardware, replacing parts, etc; assists with painting and remodeling.
- Performs landscaping maintenance duties such as picking up trash, leaves and debris; assists with snow removal and ice control; cleans sidewalks and parking lots; trims bushes, trees and shrubbery.
- Secures building at closing; opens building daily; raises and lowers flags; picks up mail and delivers packages; waters plants.
- Sets up rooms for meetings and moves furniture.
- Determines and obtains equipment and cleaning supplies as needed; restocks and maintains records on incoming supplies.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

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

**EDUCATION AND EXPERIENCE:**

High school diploma or GED and minimal experience, or equivalent combination of education and experience.

### **PHYSICAL REQUIREMENTS:**

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires sitting and tasting or smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires operating machines and observing general surroundings and activities; work regularly requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment, frequently requires exposure to vibration and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **SPECIAL REQUIREMENTS:**

Valid driver's license in the State of North Carolina.

### **HOW TO APPLY:**

Applicants must register online or in person with NCWorks. A State application (PD-107) is required and may be obtained at and submitted to the  
NC Works Career Center  
23 Macon Avenue  
Franklin, N.C.

***Mail to:***

5 West Main Street  
Franklin, NC 28734

and must be submitted on or before the closing date. **Online applications are not available.** Please include 3 references with contact information and a valid email address for all correspondence from the employer to the applicant. Resumes will not be considered.

### **AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER**

**All prospective employees are subject to a criminal background check**