

POSITION: Maintenance Worker III
DEPARTMENT: Building & Grounds
Grade: 26
Starting Salary: \$38,512.24
Posted: November 13, 2023
Closing Date: November 20, 2023



GENERAL DEFINITION OF WORK

Performs difficult skilled technical and administrative work planning, coordinating and supervising building and grounds maintenance and repair services and staff, supervising and assisting with general maintenance on HVAC and plumbing systems, preparing and maintaining records and files, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Superintendent. Limited supervision is exercised over assigned personnel.

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

- Plans, directs and supervises assigned departmental personnel; assigns, directs, trains and inspects the work of staff; evaluates staff performance; maintains time sheets.
- Schedules and supervises crew and contractors in performing building and grounds maintenance and repair services; enforces safety regulations; ensures work complies with standards.
- Supervises and participates in general maintenance activities and performs minor repairs to HVAC, plumbing and electrical systems; operates power equipment and cleaning machines; welds signs, gates, handrails, etc.
- Performs carpentry work; builds desks, cabinets and shelves; relocates and repairs walls, cabinets, doors, windows, floors and ceilings; erects and finishes sheetrock; prepares and paints a variety of surfaces.
- Repairs and replaces plumbing and plumbing fixtures such as sinks, water heaters, water fountains, toilets and pipes; maintains sprinkler systems.
- Installs, maintains, troubleshoots and repairs electrical panels, lights, outlets, switches, wiring and related electrical equipment; maintains generators; tests and replaces motors, controllers and other electronic equipment.
- Supervises and participates in the cleaning of County offices, buildings, facilities and grounds; performs concrete, brick and block work in pouring sidewalks, floors, footings and slabs, and curbs.
- Supervises and participates in moving furniture and setting up rooms and facilities for functions.
- Makes inspections of equipment and fixtures, analyzes operating efficiency and makes necessary repairs.
- Operates various vehicles and equipment such as a bob cat, dump truck, back hoe, tractor, long-arm mower, etc.
- Contacts vendors; estimates cost for materials and labor of proposed projects; prepares requisitions and purchase orders for work, equipment and supplies; maintains inventory.
- Prepares and maintains various records and files.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the methods, materials, tools and equipment used in building maintenance and repair; thorough knowledge of hazards and safety precautions associated with type of work assigned; thorough knowledge of applicable codes, pertinent inspection and safety requirements; skill in the use of hand and power tools of the trade; ability to recognize and diagnose problems; ability to follow oral and written instructions; ability to plan and supervise the work of others; ability to work from sketches, blueprints and drawings; ability to maintain records; ability to establish and maintain effective working relationships with vendors, contractors, associates and the general public.

EDUCATION AND EXPERIENCE

High school diploma or GED and extensive experience in building trades with experience in the supervision of small crews, or equivalent combination of education and experience.

PHYSICAL REQUIREMENTS

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing and tasting or smelling; work requires ability to adjust focus and depth perception; 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 visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to vibration and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy 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