

## **JOB VACANCY ANNOUNCEMENT**

**POSITION:** Building Maintenance

**DEPARTMENT:** Duplin County Social Services

**SALARY:** Grade 62 \$12.7563 Hourly / \$26,533 Annually

**OPENING DATE:** July 6, 2017                      **CLOSING DATE:** 7/20/17  
5:00 P.M.

**APPLY AT:** Duplin County Personnel Office  
County Administration Building - 224 Seminary Street  
Kenansville, NC 28349  
(910) 296-2174 " Equal Opportunity Employer"

### **General Description of Duties**

The purpose of this position is to maintain Duplin County Department of Social Services building, grounds, and equipment. Employees in this classification perform semi-skilled work. This position is responsible for performing lawn maintenance, including mowing, raking, trimming shrubs, and fertilizing; carpentry work, painting work, plumbing and electrical maintenance, and performing general cleaning duties. This position performs related work as required. This position is supervised by the Administrative Officer.

### **Specific Duties & Responsibilities**

#### **Examples of Essential Functions**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responsible for overall maintenance and upkeep of 45,000 square foot DSS building.
- Mows grass, trims, mulches, and fertilizes trees and shrubbery, rakes leave, mows path through tall grass as needed.
- Participates in carpentry work, plumbing and electrical maintenance and repairs. Paint areas when needed.
- Maintains equipment and tools.
- Vacuums all floors when needed. Vacuums lobby floor and floor at the elevator twice a week.
- Clean Windows.
- Dust where needed.
- Mop all waiting areas and portico when needed.
- Ensure all break areas are cleaned and wiped down. Clean out and wipe down all refrigerators.
- Ensures all bathrooms are cleaned and stocked with soap and paper.
- Picks up garbage from agency; cleans window; re-caulks window and doors; change light bulbs.
- Assists in moving and setting up furniture, equipment and Agency supplies.
- Assist in the Brady Tran Heating and Air Conditioning System, which has 12 individual units and a computer based control system.

### **MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Performs related duties as required.
- Works in disaster shelter if deemed necessary.

### **MINIMUM TRAINING AND EXPERIENCE**

High School diploma or GED: supplemented by one (1) to two (2) year's previous experience and/or training involving building and landscape maintenance; or an equivalent combination of education, training, and experience.

### **SPECIAL REQUIREMENTS**

Possession of a Pesticide Operator' license issued by the North Carolina Department of Agriculture. Required Hepatitis shot. Training on Blood Borne Pathogen. Possession of a valid driver's license issued by the State of North Carolina. In accordance with the county's drug free workplace policy, employees will be subject to pre-employment and random drug screening. Work hours will be Monday thru Friday 7:30 a.m. to 4:30 p.m. If emergency arises may be required