

# NORTHAMPTON COUNTY NOTIFICATION OF POSITION VACANCY

05/03/17 (Revised)

## **GENERAL UTILITY WORKER**

Northampton County is accepting applications for a full-time General Utility Worker. The individual in this position will perform a variety of physical labor tasks. This position requires manual work in the upkeep and repair of county buildings, grounds, and equipment.

Qualified Candidate: Must have some knowledge of trade skills and use of equipment/tools; be able to follow oral work assignments; have physical strength sufficient to work on heavy manual tasks, and must have a valid NC Drivers license.

Education: High school graduate and at least one year of experience in the performance of a variety of manual tasks.

### **SUBMIT A NORTHAMPTON COUNTY JOB APPLICATION**

at the Division of Employment Security (DES)  
Becker Village Mall, 1620 E 10<sup>th</sup> St., Roanoke Rapids NC  
or at the Northampton County HR Department  
107 Thomas Bragg Drive  
or mail application to:  
HRD, PO Box 367, Jackson NC 27845

Normal Hiring Salary Range: Grade 56 (\$19,878 – \$20,885)

### **SUBMIT A NORTHAMPTON COUNTY APPLICATION**

Available @ [www.northamptonnc.com](http://www.northamptonnc.com)

**Deadline/Postmark: ~~May 24, 2017~~ OPEN UNTIL FILLED**

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*Northampton County is an Equal Opportunity Employer and hires only US citizens  
and lawfully admitted aliens and complies with ADA requirements.*

*Northampton County is a drug-free workplace.*

*All successful candidates will be subject to drug testing and background checks  
as condition of employment.*

# **General Utility Worker**

## **General Statement of Duties**

This is manual work involved in the upkeep of county grounds, buildings, and equipment.

## **Distinguishing Feature of this Class**

Employees perform a variety of physical labor tasks requiring some knowledge and experience in their particular work assignments. Duties performed are below the tradesman helper or apprentice level. Work is performed with only general supervision in repetitive and routine assignments and may be closely supervised when assisting high-level tradesman in performing more complex work.

## **Duties and Responsibilities**

### **Essential Duties and Tasks**

- Performs semi-skilled work maintaining/repairing building and facilities as well as grounds keeping and landscaping;
- Cuts lawn using hand, power or riding mower; trims and edges around curbing, walks, flower beds, walls, etc.;
- Removes snow and ice from building walkways and steps; may rake leaves, clean and sweep litter;
- Plants grass, flowers, trees and shrubs; prunes shrubs and trees to shape and improve growth;
- Assists with painting, carpentry, plumbing, masonry, and electrical work;
- Assists with maintaining, repairing, and installing HVAC equipment;
- Sets up/breaks down equipment, tables, and chairs;
- Acts as lead worker above laborers in grounds upkeep
- Prepares, repairs, and installs road signs;
- Act as a substitute custodian when necessary;
- Moves equipment and materials within and between county buildings;
- Respond to work requests in a cooperative, courteous, and timely manner;
- Keep information and records confidential;
- Work overtime when emergencies arise in order to prevent disruption of county government; and participate in on-call duty;
- Makes routine repairs to windows, screens, doors, replaces light bulbs, unstops drains, and cleans floors prior to refinishing.
- Performs other related duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills, and Abilities**

- Some knowledge of the application of trade skills to the duties assigned.
- Skill in the use and care of equipment and tools used in performing work assignments.
- Ability to follow oral work assignments.
- Physical strength sufficient to move relatively heavy objects and to work at heavy manual tasks for considerable periods of time.

**Desirable Education and Experience**

High school graduate and at least one year of experience in the performance of a variety of manual tasks.

Must have a valid NC Driver's license.

**Physical Requirements**

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, hearing, and repetitive motions.

Must be able to perform very heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds of force constantly to move objects.

Must possess visual acuity to recognize areas requiring cleaning and to determine the accuracy, neatness, and thoroughness of the work performed.