

# **NORTHAMPTON COUNTY NOTIFICATION OF POSITION VACANCY**

**08/06/18**

## **Maintenance Technician**

The Northampton County Human Resources Department is accepting applications for a Maintenance Technician position in the Public Works Department in Jackson, NC. This individual will assist with maintaining County buildings, grounds and equipment. The employee in this class performs skilled and semi-skilled work in the repair, maintenance and care of buildings and facilities.

*Qualified candidate:* Candidate must have a working knowledge of the tools, materials and methods used in custodial, building trades, and maintenance work and general knowledge of safety precautions applicable to the duties of the position. An employee in this class performs building maintenance, including carpentry, painting, electrical and mechanical trades; servicing and maintaining air conditioning systems and repairing building structures.

*Requirements:* Completion of high school or GED program. Valid North Carolina Driver's License required. Must be able to perform heavy work, exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds frequently, and/or in excess of 20 pounds of force constantly to move objects. Must possess the visual acuity to make visual inspections of work assigned and completed, use measurement devices, operate machines, and perform mechanical and trades tasks. Must be able to work inside and outside environmental conditions.

. Apply at the Division of Employment Security (DES)  
Becker Village Mall, Roanoke Rapids NC  
or mail application to: HR Dept., PO Box 367, Jackson NC 27845  
or apply in person at the  
Northampton County Human Resources Department  
107 Thomas Bragg Drive, Jackson NC

**➔ SUBMIT A NORTHAMPTON COUNTY APPLICATION**

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

Normal Hiring Salary Range  
Grade 64: \$30,837 to \$32,399

**Closing Date/Postmark: August 17, 2018**

Northampton County Is An Equal Opportunity Employer And Hires Only U.S. Citizens And Lawfully Admitted Aliens. Northampton County Is A Drug-Free Workplace.  
All Candidates Will Be Subject To Background Checks/Drug Testing As A Condition Of Employment.

## **Maintenance Technician**

### **General Statement of Duties**

The purpose of this position is to maintain County buildings, grounds, and equipment. Employees in this class perform skilled and semi-skilled work in the repair, maintenance and care of buildings and facilities.

### **Distinguishing Features of the Class**

Employees in this class are responsible for performing building maintenance, including carpentry, painting, electrical and mechanical trades; servicing and maintaining the County's air conditioning system, and repairing building structures. Typical functions which are typically completed include the repair and replacement of plumbing fixtures doors and locks and electrical fixtures. Employees must be able to perform strenuous labor and abides by safety rules and regulations. Work subjects the employee to inside and outside environmental conditions, noises, vibrations and hazards associated with maintenance work. Work is supervised by the Building and Grounds Supervisor and is reviewed through discussions, observations, and quality and quantity of work produced.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks**

Checks, maintains and services air conditioning and heating units; replaces belts and filters, greases motors; assists in repairing furnaces.

Maintains electrical wiring, rewiring switches, receptacles and lamps; maintains and replaces motors; installs panels, conduits and wire.

Operates equipment necessary in the completion of assigned tasks.

Makes repairs to facilities and building structures; performs carpentry work; repairs and replaces doors, closures and locks; repairs roofs.

Performs preventive maintenance.

Repairs of plumbing fixtures in County buildings and facilities.

Assist in moving and setting up furniture and equipment; unloads trucks, moves heavy boxes, etc.

Assists in relocating automation equipment; pulling wires and making appropriate connections.

Replaces light bulbs; changes air filter and checks fuel levels.

#### **Additional Job Duties**

Performs related duties as required.

### **Recruitment and Selection Guidelines**

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

Working knowledge of the tools, materials and methods used in custodial, trades, and maintenance work.

General knowledge of safety precautions applicable to the duties of the class.

Some knowledge of building trades such as carpentry, plumbing, electrical and heating/air conditioning repair, painting and other building trades.

Ability to understand and follow oral and written instructions.

Ability to use common hand tools.

Ability to perform heavy work over extended periods of time and under varying conditions.

Ability to maintain effective working relationships with other employees and Supervisors.

### Desirable Education and Experience

Ability to read and write and considerable work experience in custodial and maintenance work; or an equivalent combination of education and experience.

### Physical Requirements

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

Must be able to perform very heavy work, exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Must possess the visual acuity to make visual inspections of work assigned and completed, use measurement devices, operate machines, and perform mechanical and trades tasks.

### Special Requirements

Possession of a valid North Carolina driver's license.