

TOWN OF FARMVILLE  
PO Box 86 / 3672 North Main Street  
Farmville, North Carolina 27828-0086  
OFFICE: 252-753-5774 / FAX: 252-753-2963

## **J O B O P P O R T U N I T Y B U L L E T I N**

**POSTED: Internal/External**

**POSTING DATES: August 23 – September 3, 2010**

**POSITION TITLE: Facilities Maintenance Worker**

**DEPARTMENT: Building and Grounds**

**STARTING Salary: \$20,710**

### **BASIC FUNCTION AND JOB REQUIREMENTS:**

Employees in this class perform unskilled to semi-skilled work involving a variety of buildings and grounds maintenance tasks. Work involves the use of a variety of tools and light equipment. Work may involve assisting in a variety of skilled trades such as electrical, carpentry, plumbing, and masonry, horticultural and other tasks and may involve custodial care of buildings. Employees are subject to working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work may subject employees to the final OSHA standards on blood borne pathogens. Work is performed under regular supervision and is evaluated through observation and inspection to determine the thoroughness in carrying out assigned duties.

### **ESSENTIAL DUTIES AND TASKS**

- Stocks restrooms with paper products such as towels and tissue; stocks soap.
- Assists with making minor repairs to electrical, plumbing, or HVAC system; especially changing light bulbs.
- Assists with making minor repairs and replacements to buildings including carpentry, painting, sheet-rock, door and door fixtures, windows, roof shingles, etc.
- Performs a variety of grounds maintenance tasks such as cutting grass, using power hand equipment; removing leaves and debris; trimming shrubbery, and clearing and landscaping grounds and signs; removes trash from parking lots.
- Repairs and maintains (including lining and/or dragging) cemetery, playground and athletic facilities.
- Plants flowers, shrubs, trees, and other ornamental horticulture; maintains by watering, pruning, trimming, mulching, fertilizing, spraying, branch and limb removal, etc.
- Operates power tools, including mowers, vacuum cleaners, etc.
- Sets up rooms for various meetings and activities.
- Cleans buildings; vacuums, mops, sweeps, dusts, cleans restrooms and restroom fixtures; cleans refrigerators and other kitchen appliances; cleans windows, shampoos carpet, buffs and waxes floors.
- Performs general maintenance on facilities and equipment.
- Performs related duties as needed.

### **EDUCATION AND EXPERIENCE**

Graduation from high school and some related maintenance experience; or an equivalent combination of education and experience.

Working knowledge of the methods and techniques applied in unskilled manual labor and custodial work, knowledge of standard practices, material, tools, and equipment utilized in the area of assigned work, knowledge of hand tools, operation of light

equipment, and materials used in assigned work.

**SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license.

Applications will be accepted at Farmville Town Hall until the position has been filled. You can also apply at [www.farmville-nc.com](http://www.farmville-nc.com).  
The Town of Farmville is an Equal Opportunity Employer. All qualified minorities, females and disabled are encouraged to apply.

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**POSTED BY:** Theresa Cieslinski

**DATE:** August 23, 2010

If you have questions concerning this position, call 252-753-5774, Monday through Thursday, 7:30 am – 5:30 pm. Friday, 8 - 12

NOTE: Town employees interested in applying for posted vacancy may submit an application to Town Hall.