Memo

To: All Interested Candidates
From: Karen Ensley, Human Resources Director
Date: July 21, 2020
RE: Job Posting – One (1) Full-Time Maintenance Assistant

Facilities Services

Duties and Responsibilities: Performs a variety of responsible non-skilled custodial and routine maintenance duties in the care and maintenance of the County facilities and grounds; dusts and cleans desks and other furniture; sweeps, strips, waxes, buffs, mops, and vacuums floor surfaces; cleans restroom areas and replenishes supplies; cleans windows, walls, woodwork and light fixtures; empties trash receptacles; deposits recyclable material in proper receptacles; replaces light bulbs and florescent tubes; repairs and replaces electrical switches; sweeps walkways and sidewalks and performs snow removal; performs related work as required. Work is performed under regular supervision. Reports to the Custodial Supervisor.

Qualifications: General knowledge of the methods, practices and materials used in the cleaning, general maintenance of buildings, equipment, and grounds; general knowledge of mowing and trimming equipment and hand tools; ability to perform physical tasks for extended periods of time; ability to attend work regularly.

Any combination of education and experience equivalent to some experience in custodial work with some experience in the use of heavy floor stripping, waxing, and buffing equipment preferred.

Requires pre-employment drug screen, driver’s history, and criminal background check.

Applications must be obtained, fully completed, and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.gov/hr. Refer to the Additional Applicant Information section for more detailed instructions. Applications may also be obtained at the Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731

The deadline for application is: Open until filled

Starting Rate: $12.75
Grade: 61B