



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: **November 28, 2017**
RE: Job Posting – **Auxiliary Maintenance Assistant**
Facilities Services
(less than 1000 hours in a 12- month period – not benefit-eligible)

Duties and Responsibilities: This position will perform a variety of responsible non-skilled and physically strenuous custodial activities 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; replaces light bulbs and florescent tubes; repairs and replaces electrical switches; sweeps walkways and sidewalks and performs snow removal; performs related tasks as required. Work is performed under regular supervision. Reports to the Maintenance Supervisor.

Qualifications: Requires 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.

Requires 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 and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.org/hrd. Applications may also be obtained at the Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus Dr., Flat Rock, NC 28731.

The deadline for application is: **Open until filled**

Starting Rate: \$12.19
Grade: 61B

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184
www.hendersoncountync.org/hrd
Henderson County is an Equal Opportunity Employer