

The mission of Waynesville Parks & Recreation is to promote quality recreation opportunities for all citizens of the greater Waynesville area by providing indoor and outdoor facilities and activities and to be a resource for those who seek to improve their quality of life through recreation.

WAYNESVILLE PARKS & RECREATION DEPARTMENT  
IS RECRUITING FOR

# MAINTENANCE & GROUNDS TECHNICIAN

## OLD ARMORY LOCATION



**SCAN HERE**

Currently accepting applications.

Location:

16 South Main Street  
Waynesville, NC 28786

**APPLY IN PERSON OR ONLINE**

**[WWW.WAYNESVILLENC.GOV/DEPARTMENTS/HUMAN-RESOURCES/CURRENT-VACANCIES](http://WWW.WAYNESVILLENC.GOV/DEPARTMENTS/HUMAN-RESOURCES/CURRENT-VACANCIES)**

*More  
Information:*

**[WWW.WAYNESVILLENC.GOV](http://WWW.WAYNESVILLENC.GOV)**

*Compensation:*

**\$34,928.78 - \$45,407.42**

**7AM - 4PM M-F**

**OCCASIONAL WEEKENDS**

**401K, RETIREMENT PLAN,**

**HEALTH INSURANCE,**

**CELL PHONE STIPEND**

**CALL SABRINA CALDWELL FOR MORE INFORMATION: 828-456-2030 EXTENSION 2503**



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **Maintenance & Grounds Technician**

Department: Parks & Recreation – Armory Location

Pay Grade: 56

Hiring Salary Range: \$34,928.78 - \$45,407.42

FLSA Status: Non-Exempt

Hours: 7am-4pm Monday-Friday\*

#### **ESSENTIAL JOB FUNCTIONS**

- Provides general custodial maintenance of assigned Town buildings and facilities
- Clean & inspect walkways, greenways, etc.
- Pressure wash shelters
- Clean Park/greenway signs monthly and assess inventory
- Stocks restrooms with supplies and remove trash
- Performs light building maintenance as required, such as replacing light bulbs, moving tables and chairs and other furnishing, painting or touching up paint on walls and other surfaces
- Performs minor building repairs
- Mowing and trimming grass
- Minor plumbing issues
- May shovel snow or spread salt on walkways during winter months
- Minor electrical, plumbing, and carpentry as needed. Performing work orders for building maintenance and/or knowing who to call
- Checking HVAC units and ensuring their efficiency

January 2025

- Maintains assigned vehicle and equipment
- Receives and responds to inquiries, requests for assistance and complaints from Town employees and the public
- Attends training as required to enhance job knowledge and skills
- Performs various custodial duties, which include but are not limited to cleaning and sanitizing restrooms, cleaning counters, cleaning and polishing windows and other glass surfaces, dusting and polishing furniture and other surfaces, cleaning window blinds, wiping walls, wiping telephones and copy machines, cleaning water fountains, removing trash, sweeping and mopping floors, scrubbing / polishing floors, stripping and waxing floors, vacuuming / spot cleaning / shampooing carpets, vacuuming air vents, sweeping walkways and building entrances, washing break room dishes, etc.

**DATA INVOLVEMENT:**

Requires comparing or inspecting items against a standard.

**PEOPLE INVOLVEMENT:**

Requires following instructions and orders of Supervisor.

**INVOLVEMENT WITH THINGS:**

Requires handling or using machines, tools or equipment requiring brief instruction or experience, such as hand and power tools, buffers, floor polishers, vacuum cleaners, mowers, and other similar equipment.

**REASONING REQUIREMENTS:**

Requires performing semi-routine work following procedures with occasional problems.

**MATHEMATICAL REQUIREMENTS:**

Requires using basic addition and subtraction, such as making change or measuring.

**LANGUAGE REQUIREMENTS:**

Requires reading simple sentences, instructions or work orders; writing simple sentences and completing simple job forms; speaking simple sentences using basic grammar.

**MENTAL REQUIREMENTS:**

Requires doing manual or technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices, requires normal attention for accurate results.

**QUALIFICATIONS**

**Education and Experience:**

- High school diploma or GED equivalent

**Special Qualifications:**

- Possession of a valid driver's license to operate a motor vehicle. Requirements exist at the time of hire and as a condition of continued employment.

**PHYSICAL DEMANDS**

Requires medium work that involves walking, standing, stooping, jumping, stretching or lifting all the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, adeptness and speed in the use of fingers, hands, or limbs in task involving very close tolerance or limits of accuracy. Must be able to perform basic life functions of climbing, stooping, crouching, crawling, kneeling, reaching, pushing, pulling, standing, walking, fingering, grasping.

**ENVIRONMENTAL HAZARDS**

The job may risk exposure to bright/dim light, dusts and pollen, fumes and noxious odors, heights, disease/pathogens, toxic/caustic chemicals.

**ADA COMPLIANCE**

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodation to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodation.

\*Occasional weekend hours as needed.

*The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.*