



Town of Mooresville

Recruitment Announcement

March 25, 2010

Position: **Facility Maintenance Crew Leader**

Department: **Charles Mack Citizens Center**

Salary Range: **\$32,620 - \$51,016**

Application Deadline: **April 8, 2010**

Description:

An employee in this position is responsible for supervising a small crew of workers, full-time and part-time, scheduling the daily maintenance of the building, and perform technical work and maintenance tasks. This employee will schedule full and part-time maintenance staff, coordinate with office staff and customers on room set-up and logistics, set up audio-visual equipment, and technology. This employee will supervise and assist staff with general and in-depth maintenance of the facility, assist visitors with logistical issues and problems, and participate in problem solving. This employee will also coordinate with other Town of Mooresville departments as well as other businesses to ensure all equipment and materials meet all safety requirements. This employee needs to be comfortable with heights, confined spaces, and other special work conditions which might require climbing ladders or crawling in spaces.

Minimum Requirements:

Employee must be able to use Microsoft Office, Excel, and Word. Must possess a valid North Carolina driver's license and possess or ability to obtain Certified Pool Operators License from National Aquatics Society within defined timeframe.

Hours:

Monday –Friday 8:00am-5:00pm. Nights, week-ends, and on call as needed.

Other Information:

It is imperative that the person in this position demonstrate above average customer service skills, demonstrate considerable knowledge in building maintenance skill & techniques, demonstrate effective communication, and be knowledgeable in problem solving and critical thinking. Must be able to perform heavy-duty work, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

How to Apply:

Applications will be accepted at the Human Resources Department, 413 N. Main Street or NC Employment Security Commission, 470-A N. Broad Street, Mooresville, NC. Applications can also be downloaded from the website: www.ci.mooresville.nc.us. Resumes will NOT be accepted in lieu of a Town of Mooresville application and applications will NOT be accepted after the closing date.

Benefits:

Paid Leave; 11-12 paid holidays; excellent medical, dental and vision insurance; local government retirement; 401(k); life insurance; flexible spending accounts; direct deposit.

An Equal Opportunity Employer