



Town of Mooresville

Recruitment Announcement

January 30, 2012

Position: **Facility Maintenance Worker**
(Part-time/Temporary position 20 hours week)

Department: **Charles Mack Citizens Center**

Salary Range: **\$12.90/hour**

Application Deadline: **Open Until Filled**

Description:

An employee in this position performs a variety of tasks involving manual work in the maintenance of the Charles Mack Citizen Center and setting up rooms for various functions, arranges rooms for citizens to use for a variety of events such as meetings, receptions, family reunions, theater presentations, etc; follows pictured lay-outs and sets up room; moves tables and chairs and sets up, stores excess tables and chairs; prepares audio-visual and other technology equipment for presentations, meetings, theater, etc.; insures proper security, set-up, and storage of equipment.

Minimum Requirements:

Ability read and write and some experience in the un-skilled maintenance and manual labor work involving public contact; or an equivalent combination of education and experience.

Hours:

Varied schedule including nights and week-ends

Other Information:

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. It is imperative that the person in this position demonstrate excellent customer service skills, display effective communication techniques and be knowledgeable in problem solving abilities.

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:

Not applicable. This is a part-time temporary position.

An Equal Opportunity Employer