



Town of Mooresville

Recruitment Announcement

July 13, 2011

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

Department: **Charles Mack Citizens Center**

Salary Range: **\$8.98/hour**

Application Deadline: **Open Until Filled**

Description:

Performs unskilled manual tasks in the maintenance and security of Citizen Center for events scheduled at night and on week-ends. Building maintenance includes tasks such as restocking bathrooms, emptying trash filled containers, clean up spills, returning used equipment to proper storage area, assisting with set-up (moving tables and chairs to match set-up format) of facilities and assisting public or facility renters when necessary. Security includes answer telephones, handling after hours business traffic with information, routinely patrolling facility during use, locking all doors, checking necessary control (lights, heat, sound systems, etc) and setting security alarm systems. Employee must abide by safety rules and regulations.

Minimum Requirements:

Ability to read and write and any combination of education and experience which provides the required knowledge, skills, and abilities. It is imperative that the person in this position demonstrate extraordinary customer service skills, display effective communication techniques and be knowledgeable in problem solving abilities.

Hours:

Must be available evenings by 4:45pm and all day on weekends. Schedule will vary.

Other Information:

Must be comfortable speaking to the general public. Must be able to use Word and PowerPoint. Ability to learn and operate audio visual equipment.

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