



## NOTICE OF EMPLOYMENT OPPORTUNITY

TOWN HALL  
HUMAN RESOURCES DEPARTMENT  
114 N. RAIFORD STREET  
SELMA, NC 27576

SUSAN SULT  
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919-965-4637 (FAX)

POSITION TITLE: BUILDING MAINTENANCE TECHNICIAN

SALARY GRADE: 11 STARTING SALARY: \$32,439

**KEY DUTIES:** Work includes a variety of semi-skilled to skilled work in the maintenance and repair of Town buildings, facilities, and systems performing various tasks such as carpentry, masonry, welding, electrical, and plumbing repairs to buildings; forming, pouring, and finishing concrete for sidewalks, curbs and gutters, and storm water facilities; and organizing repair of utility cuts and potholes in streets.

**KNOWLEDGE AND SKILL REQUIREMENTS:** Considerable knowledge of standard practices, materials, tools, and equipment utilized in carpentry, plumbing, and electrical trades work. General knowledge of plumbing, carpentry, masonry, and electrical maintenance and repair techniques. Considerable knowledge of work hazards and applicable safety precautions associated with the assigned areas of work.

**SPECIAL REQUIREMENTS:**

- Graduation from high school.
- Considerable experience in semi-skilled trades work such as plumbing, electrical, and carpentry work; or an equivalent combination of education and experience.
- Possession of a valid North Carolina Driver's License.

POSTING DATE: May 4, 2018 CLOSING DEADLINE: 1<sup>st</sup> Review of Applications – 05/18/2018 - OUF

**Attention Applicants:** Application forms are available online at <http://www.selma-nc.com/Data/Sites/1/media/pdf-forms/human-resources/employment-application-for-tos---posted-january-2018.pdf> and at Town Hall. It is preferred that completed and signed Town of Selma Applications be submitted electronically to [SSult@selma-nc.com](mailto:SSult@selma-nc.com). Other forms of submission are via hand delivery or U.S. Mail (address below). Applicants may submit a resume; however, resumes are not accepted in lieu of a completed and employment application. All applicants will be contacted regarding the status of submitted applications.

**Criminal Background Check, Pre-Employment Physical and Drug Screen are required**

The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.