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## NOTICE OF EMPLOYMENT OPPORTUNITY

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

SUSAN SULT  
SSULT@SELMA-NC.COM  
919-965-9841, EXT. 1005  
919-965-4637 (FAX)

**POSITION TITLE:** ELECTRIC MAINTENANCE WORKER (PART-TIME 25 hours per week)

**STARTING SALARY:** \$11 Per Hour

**KEY DUTIES:** Mows grass, uses other lawn maintenance equipment, installs or repairs lights, replaces light bulbs, pulls wire, trims trees with chain saws. Checks and keeps equipment in good operating condition and keeps materials stocked; operates trenchers, backhoes, and other light, medium, and heavy equipment. Positioning hole-digging equipment, and exercising discretion in avoiding damage to existing lines. Digs trenches for anchors and attaches anchors to support cables; pulls off wire; and participates in stringing wires Cutting grass, weed eating, repairing lights, replacing light bulbs, installing Christmas lights, pulling wire, and other related tasks. Employee works as an assistant to the line workers by keeping tools and supplies available and furnishes them upon request.

**KNOWLEDGE AND SKILL REQUIREMENTS:** Graduation from high school, supplemented by some experience in a skilled trade, preferably electrical; or an equivalent combination of education and experience.

**SPECIAL REQUIREMENTS:**

- Possession of a valid North Carolina Driver's License.

**POSTING DATE:** June 1, 2018      **CLOSING DEADLINE:** 1<sup>st</sup> Review of Applications – 06/21/2018 - 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.

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