



NOTICE OF EMPLOYMENT OPPORTUNITY

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

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POSITION TITLE: MAINTENANCE WORKER (PUBLIC BUILDINGS)

SALARY GRADE: 7 **STARTING SALARY:** \$26,688

KEY DUTIES: An employee in this class performs basic tasks related to the maintenance and repair of Town buildings, facilities, and systems. Work includes performing various tasks such as carpentry, masonry, welding, electrical, and plumbing repairs to buildings. Employee operates knuckle boom, dump trucks, street sweepers, and leaf vacuum. Additionally, the employee operates mowers, and other small engine equipment to mow Town rights-of-way and other property. Participates in manual tasks performing street maintenance, storm system maintenance, and ground maintenance.

KNOWLEDGE AND SKILL REQUIREMENTS: Graduation from high school. Some experience in unskilled trades work such as plumbing, electrical, carpentry work, maintenance work; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS: A valid Class B CDL is required for this position or obtain one within six months of hire.

POSTING DATE: June 1, 2018 **CLOSING DEADLINE:** 1st 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. 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.
