



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: MAINTENANCE WORKER (PUBLIC WORKS DEPARTMENT)

SALARY GRADE: 7 **STARTING SALARY:** \$26,688 (DOQ)

KEY DUTIES: An employee in this position both drives and rides in a dump truck and performs manual work in the collection of solid waste, operates a leaf vacuum, knuckle boom, street sweeper, and cleans storm water catch basins. 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. Assignments are made daily and performed under general supervision of the Public Works Supervisor and the Public Services Director.

KNOWLEDGE AND SKILL REQUIREMENTS: Graduation from high school and some experience in unskilled 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: December 1, 2017 **CLOSING DEADLINE:** January 31, 2018 or until filled

Attention Applicants: Application forms are available online at www.selma-nc.com/employment-opportunities 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 signed 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.