

MAINTENANCE TECHNICIAN to perform intermediate skilled technical work maintaining county buildings; providing a safe and comfortable work environment for all county employees by providing plumbing, electrical, heating, venting and air conditioning and carpentry work, and related work as apparent or assigned. Work is performed under the general direction of the Senior Maintenance Technician.

Essential Functions

Plans, schedules and performs routine maintenance such as oiling equipment, clearing clogged drains and repairing doors and floors.

Performs various preventative routine maintenance of all county buildings including plumbing, electrical, heating and air conditioning and kitchen and laundry machine work.

Installs, maintains and troubleshoots plumbing, electrical fixtures, receptacles, heating and air conditioning systems, sliding cell doors, control tower equipment, kitchen and laundry facilities, machines and equipment.

Monitors and maintains a stock of supplies and parts for general maintenance on all county buildings.

Performs inventory on all supplies and inspects tools and work vehicles to ensure safety of operation.

Schedules and assists contractors and subcontractors on outside tasks.

Knowledge, Skills and Abilities

General knowledge of maintenance manuals, policy and procedure manuals, engineering and architectural drawings, heating and air/refrigeration manuals, Material Safety Data Sheets and standard safety practices; thorough skill in completing timesheets; thorough skill in operating hand tools and pneumatic and electrical and plumbing equipment; general skill in completing inventory and chiller reports; general skill in operating personal computer equipment and related office software; general skill in operating standard accounting software; general skill in using HVAC operation, fire alarm systems, back-hoe, front end loader and other heavy equipment, woodworking tools, cutting torches, welder and dump trucks; ability to perform and organize work independently; ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to read tape measurers, PH/conductivity, refrigeration, volts, OHMs and amp meters; ability to communicate effectively both orally and in written form; ability to establish and maintain effective working relationships with associates and the general public.

HS diploma or GED w/moderate exp. working in facilities maintenance, electrical, plumbing, HVAC, or equiv. comb. of educ. & exp. Valid NC driver's license w/good driving record.

Salary: \$24,328

Closing Date: October 21, 2016

Applications available in the Edgecombe County Manager's Office, 201 St. Andrew Street, Tarboro, NC or online at www.edgecombecountync.gov. Pre-employment drug screen, e-verify and criminal background check required. *No faxed applications please. EEO Employer.*