 The Gateway to Lake Tillery

**MAINTENANCE TECHNICIAN**

Date Open: 3/30/22

Close Date: 4/30/22

**OVERVIEW**

The Town of Norwood is an up and growing community with more miles of shoreline on Lake Tillery than any other municipality in Stanly County. We enjoy a high quality of living with great school systems, low taxes and good amenities. We are less than one-half hour from Morrow Mountain, Uwharrie Trails, and other great recreational spots.

**FUNCTION**

Seeking to fill a vacant maintenance worker full-time position. Position starts at $14-$15/hr depending on experience and qualifications.

Position hours: Monday through Friday 7:00 am – 3:00 pm. Worker may also be on call and may earn overtime.

**DUTIES**

Under basic supervision, perform a variety of semi-skilled and skilled maintenance work. Work includes, but not limited to, all repair and preventative maintenance within the facilities, park and recreations, fleet/equipment, transportation, solid waste, and utility departments and other duties as assigned. Work in this department can be quite demanding at times, due to weather and schedule. Nighttime and weekend work can be required in emergency circumstances. Follow standard safety procedures and regulations.

**KNOWLEDGE, SKILLS, AND ABILITIES**

* Knowledge of principles of customer service.
* Skill in communicating, both verbally and in writing.
* Skill in reading maps.
* Ability to communicate clearly and concisely.
* Ability to maintain effective working relationships.
* Ability to follow directives and instructions.
* Must have good attitude and a “can do” spirit

**MINIMUM QUALIFICATIONS**

* High school diploma or GED from an accredited school.
* Valid NC Driver’s License.

**CONDITIONS OF EMPLOYMENT**

The Town’s Background Check Policy requires background checks to be conducted on final internal or external candidate(s) applying for any position with the Town of Norwood. The type of information that will be collected as part of a background check includes, but is not limited to: reference checks, social security verification, education verification, criminal conviction record check, and, if applicable, a credit history check, sex offender registry and motor vehicle records check.

Background checks must be in compliance with all federal and state statutes, such as the Fair Credit Reporting Act (FCRA). The checks must be consistent with the guidelines set forth by these laws requiring organizations to obtain a candidate’s written authorization before obtaining a criminal background report, motor vehicle records check or credit report; and to properly store and dispose of information derived from such reports.

Final candidates may have to pass a pre-employment drug-screening test and physical examination. During the selection process, candidates may be asked to take a skills test, and/or participate in other assessments.

The Town of Norwood is an Equal Opportunity Employer.

**HOW TO APPLY**

Apply online. Resume and cover letter appreciated and can be mailed to Town of Norwood, PO Box 697, Norwood, NC 28128

Federal law requires employers to provide reasonable accommodations to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job.

Anyone seeking an accommodation to apply for a job may call (704) 474-3416 for assistance or you may email townclerk@norwoodgov.com.

**BENEFITS**

The Town of Norwood provides an excellent, comprehensive benefits package to all full-time employees.

The Town of Norwood is a drug and alcohol-free workplace.

EOE Employer