



SURRY COUNTY JOB OPPORTUNITY

Surry County is seeking a Maintenance Technician II. Work will be performed under the supervision of the Maintenance Supervisor and will include the following typical tasks:

Performs skilled work in the care, cleaning and maintenance of County buildings and grounds, performing minor carpentry and automotive work and related work as apparent or assigned.

Essential Functions

- Dusts, sweeps, mops, waxes and buffs floors and stairways of County buildings, operates carpet shampooer and vacuums and cleans carpets;
- Cleans offices and buildings, cleans equipment, machines and water fountains and polishes furniture;
- Cleans and dusts offices, hallways and adjoining spaces and furnishings, washes windows, walls, woodwork, bathroom fixtures, dusts blinds, paints interiors and exteriors and finishes drywall;
- Cleans restrooms, strips and seals floors and replenishes restrooms with appropriate supplies;
- Gathers and disposes of refuse, litter and trash, empties wastebaskets and picks up trash and debris from outside of buildings;
- Runs errands, picks up and delivers mail, supplies and equipment and receives deliveries;
- Opens and secures building and ensures security of building after working hours;
- Mows and waters grass, plants and maintains shrubs, bushes and other plants, edges and rakes leaves and sweeps sidewalks;
- Performs basic electrical, carpentry and plumbing repairs such as repairing faucets, leaks, light fixtures and electrical outlets, unclogging drains and replacing ceiling tiles;
- Performs basic air conditioning maintenance and repair, replaces air filters and repairs and replaces street and road signs;
- Replaces fluorescent bulbs, light bulbs and exit lights and replaces ballasts;
- Helps set up buildings and rooms for activities and meetings, sets up and takes down tables and chairs, moves furniture, equipment and supplies, assembles furniture and directs visitors;
- Washes and maintains County vehicles, performs minor vehicle repairs and preventative maintenance and delivers vehicles and grounds maintenance equipment for service;
- Assists with equipment installation and special projects as assigned;
- Assists in snow removal and ice control; and
- Other duties as assigned.

General knowledge of building cleaning, maintenance and grounds keeping practices, supplies, and equipment and ability to use them economically and efficiently; general knowledge of the building trades; ability to understand oral and written directions; ability to read and write; physical ability to perform medium manual work; ability to work independently; ability to establish and maintain effective working relationships with associates and the general public.

High school diploma or GED and minimal experience involving cleaning and maintenance of buildings and grounds, or equivalent combination of education and experience.

Surry County Administrator's Office
Attn: HR Department
45 School Street
Surry, Virginia 23883
(757) 294-5271

Application forms can be obtained from the County Administrator's Office located in the Surry County Government Center at 45 School Street in Surry, Virginia or downloaded from the county's website at: www.surrycountyva.gov. The Government Center is open 9:00 a.m. – 5:00 p.m. Monday – Friday except holidays.

**SURRY COUNTY IS AN EQUAL
EMPLOYMENT OPPORTUNITIES EMPLOYER**