

# COUNTY OF NEWBERRY

COURTHOUSE ANNEX, COLLEGE STREET  
POST OFFICE BOX 156  
NEWBERRY, SOUTH CAROLINA 29108

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## VACANCY ANNOUNCEMENT

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**DIVISION:** Facilities Maintenance

**JOB LOCATION:** 1309 College Street, Newberry, SC

**POSITION:** Facilities Technician I

**HOURS WORKED PER WEEK:** Regular Full-Time, 40 hours per week

**SALARY RANGE:** \$30,076.80 – 48,399.52

**CONTACT PERSON:** Katherine Cook, Director of Human Resources (803) 321-2100

**POSITION DESCRIPTION:** The primary responsibilities for this position will be maintaining, repairing, and performing improvements to the buildings, facilities and grounds for County property as directed by the Facilities Manager. The secondary responsibility for this position will be to perform and assist staff in the performance of building and equipment repairs.

**ESSENTIAL JOB FUNCTIONS:** An employee in this position may be called upon to do any or all the following essential duties:

- Monitor, repair, install, and perform routine maintenance on all County owned building facilities and associated equipment, including, but not limited to the HVAC, water pumps, generators, and other mechanical operating systems. This includes preventative maintenance programs and procedures.
- Develop, implement, and maintain both routine and specialized maintenance schedules and policies for all operating systems and equipment. Repair and move office and facility furniture and equipment as needed.
- Design, build, install, and/or repair County facilities and equipment using technical knowledge, skills, abilities, techniques, and equipment customary to mechanical, electrical, painting, drywall repair, woodworking, plumbing, and masonry.
- Prepare and present job cost documentation including material lists, labor estimates, and time schedules.
- Routinely evaluate and access County facilities, machinery, and equipment for compliance with State and Federal codes and regulations.
- Diagnose problems and make repairs or work with appropriate contractors, consultants, and other repair personnel to resolve issues that arise with the facilities, machinery, or equipment owned by the County.
- Develop, maintain, prepare, and provide all necessary and appropriate records and reports on the repair, maintenance, and replacement needs of County facilities and equipment.
- Repair and move office and facility furniture and equipment as needed.
- Respond to after-hours emergency calls regarding building security, malfunctioning equipment, or systems, and make repairs.

**MINIMUM TRAINING AND EXPERIENCE:** Requires a high school diploma or GED and 4 years equivalent or related experience. Must possess a valid state driver's license.

**GENERAL INSTRUCTIONS:** Applications will be accepted for this position beginning Wednesday, September 4, 2024, until the position is filled. Newberry County Employment Applications may be obtained by visiting [www.newberrycounty.gov](http://www.newberrycounty.gov) or by contacting the Human Resources Office at the Newberry County Courthouse Annex, 1309 College Street, Newberry SC, 29108. **A resume may be included but will not be accepted in lieu of a Newberry County Employment Application. Applicants indicating college credit, degree(s) or specialized training on the application shall provide an official copy of related documents should they be selected for the position. Newberry County conducts background checks and tests for the use of illegal substances.**

## THE COUNTY OF NEWBERRY IS AN EQUAL OPPORTUNITY EMPLOYER

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND NEWBERRY COUNTY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COUNTY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**