



JACKSON COUNTY

Human Resources Department

401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779

Phone 828.631.2212 • Fax 828.631.2266

Employment Opportunity

Please post in a location accessible to all employees

Position: **Housekeeping Crew Leader II**
Permanent, Full-Time, Non-Exempt

Department: Housekeeping – Solid Waste

Description of Duties & Responsibilities:

- Coordinate scheduled leave for the Housekeeping staff.
- Schedule absence coverage and provide coverage if needed. Document absences on daily calendar.
- Perform building assessments to evaluate employee performance.
- Lead and instruct staff in special assignments.
- Copy and distribute notifications, updates, flyers and other information from the various County departments to be shared with Housekeeping staff members who do not have access to email.
- Collect/coordinate, separate and prepare for shipping the fluorescent bulbs and batteries collected for recycling.
- Learn and perform the scale house operator responsibilities for the Transfer Station and fill-in when necessary.
- Sanitize and clean assigned areas.
- Inspect buildings for debris and special cleaning.
- Mop, strip, wax and buff floors.
- Vacuum or shampoo carpets.
- Clean/stock restrooms.
- Clean windows.
- Replace light bulbs and paper supplies.
- Water plants, trash collection.
- Sweep and clean snow/ice from sidewalks.
- Lock and unlock buildings.
- Conduct general building maintenance.
- Perform setup for special events which may include movement of furniture.
- Monitor recycling collection bins.

Scheduled work is completed Monday – Friday, 6 am – 2:30 pm and may also include weekends as needed.

Education & Experience Requirements: **Minimum:** High School Diploma or GED and three years of directly related experience required. Valid North Carolina driver license required.

Preferred: High School Diploma or GED and five years of directly related experience with two years of supervisory experience.

Starting Salary & Benefits Information: \$29,334.47 (Grade 18)

Jackson County provides a robust offering of employee benefits including: employer paid medical and dental benefits, participation in the Local Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at <https://www.jacksonnc.org/employment-opportunities>

Application Requirements Submit a completed Application for Employment (PD107) to:

Jackson County	NC Works Career Center
Human Resources Department	26 Ridgeway Street, Suite 2
401 Grindstaff Cove Road, Suite A-218	Sylva, NC 28779
Sylva, NC 28779	

The Application for Employment – State of North Carolina form PD107 - is available online at: <https://www.jacksonnc.org/employment-opportunities> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.

Closing Date: **December 14, 2018**

Jackson County is an Equal Opportunity Employer

*Pre-employment drug screen and criminal background checks are required
Jackson County participates in the federal E-Verify program*