



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:	Assistant Director Housekeeping/Solid Waste <i>Permanent, Full-Time, Non-Exempt</i>								
Department:	Housekeeping & Landfill Enterprises								
Description of Duties & Responsibilities:	<ul style="list-style-type: none">• Plan, direct, manage and oversee operations of the Housekeeping and Solid Waste Departments.• Responsible for interviewing and selecting applicants for hire.• Oversee training and evaluation of personnel.• Schedule absence coverage and provide coverage if needed.• Lead and instruct staff in special assignments.• Assist with budget preparation• Ensure compliance with OSHA and NCDOL regulations and all county policies regarding safety training and safe work practices.• Respond to after hour calls and emergencies as needed. <p><u>Solid Waste Specific Essential Duties</u></p> <ul style="list-style-type: none">• Assist in monitoring contracts for compliance.• Address citizen complaints and concerns.• Prepare specifications for the acquisition of materials and the repair of equipment.• Ensure the safety of all solid waste related activities within the department.• Perform duties of transfer station operator as needed.• Operate heavy equipment such as front end loaders, forklifts, and move tractor-trailers as needed.• Perform duties of scale house operator as needed. <p><u>Housekeeping Specific Essential Duties</u></p> <ul style="list-style-type: none">• Order supplies and track inventories.• Perform housekeeping duties as needed.								
Education & Experience Requirements:	<p>Minimum: High School Diploma or GED and three years of directly related experience required. Valid North Carolina driver license required.</p> <p>Preferred: AAS degree or higher and five years of directly related experience with two years of supervisory experience.</p>								
Starting Salary & Benefits Information:	<p>\$41,276.54 (Grade 25)</p> <p>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</p>								
Application Requirements	<p>Submit a completed Application for Employment (PD107) to:</p> <table><tr><td>Jackson County</td><td>NCWorks Career Center</td></tr><tr><td>Human Resources Department</td><td>26 Ridgeway Street, Suite 2</td></tr><tr><td>401 Grindstaff Cove Road, Suite A-218</td><td>Sylva, NC 28779</td></tr><tr><td>Sylva, NC 28779</td><td></td></tr></table> <p>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.</p>	Jackson County	NCWorks Career Center	Human Resources Department	26 Ridgeway Street, Suite 2	401 Grindstaff Cove Road, Suite A-218	Sylva, NC 28779	Sylva, NC 28779	
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Closing Date:	November 18, 2019								

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*