

The County of Grayson is offering position in the Maintenance Department. The Maintenance employee will be required to perform maintenance duties in and around designated county buildings, structures, and grounds. Please submit your state application and resume to the Grayson County Administrative Office, PO Box 217, Independence, VA 24348. Deadline for submitting a state application is July 9th, 2021, at 5:00 p.m. The position will remain open until filled. Salary – DOQ&E. Background check and drug screening required; valid drivers' license required. Please direct questions to the Grayson County Administration Office at 276-773-2471 and visit our website for a full job description at [www.graysoncountyva.gov](http://www.graysoncountyva.gov).

Grayson County is an Equal Opportunity Employer

**Grayson County  
Maintenance Employee**

FLSA Status: Non-Exempt (Hourly)

**General Definition**

Maintenance employee's job is to perform routine and extensive range of work in the repair and general maintenance of county facilities, buildings, and equipment under the general supervision of the Maintenance Director. They execute work within the established procedures and process under both verbal and written instructions.

**Duties and Responsibilities**

- Perform repair or general maintenance work of county facilities, buildings, grounds, and equipment at various sites including electrical, plumbing, carpentry, mechanical, painting, and grounds keeping task.
- Repairing and treating structures such as floors, sinks, walls, carpets and roofs.
- Performing minor repairs, troubleshooting, and adjustments on heating and air conditioning systems.
- Servicing applications and equipment.
- Moving and assisting in the transportation of furnishings.
- New construction activities.
- Assist the PSA Department as needed.

**Skills and Specifications**

- Ability to use various power tools efficiently.
- Ability to operate a motor vehicle and tractor.
- Ability to follow oral or written instructions.
- Communicate efficiently and fluently in both written and oral form.
- Ability to establish and maintain effective and cooperative working relationships.
- Ability to bend, stand, sit walk, and lift 75 pounds.
- Must have the ability to work nights, weekends and flex scheduling as needed.

**Education and Qualifications**

- Degree or high school education in any related field.
- A valid drivers license.

**This list is not all inclusive of each job function and may be changed from time to time to meet the needs of Grayson County Maintenance Department.**

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