

HUMAN SERVICES BUILDING  
EDGECOMBE COUNTY DEPARTMENT OF SOCIAL SERVICES  
122 E. ST. JAMES STREET  
P. O. BOX 370  
TARBORO, NORTH CAROLINA 27886

**Housekeeper**  
**Salary: \$17,290**

**Posted: Internal, NCWorks Career Center, Edgecombe County Website**

**165-66-003**

**Position Description:**

This position is assigned to the Edgecombe County Department of Social Services Rocky Mount Office. Work in this class involves the cleaning and maintenance of the Rocky Mount Office; however, the position may occasionally float between the Tarboro and Rocky Mount Offices as needed. Employee performs other duties as assigned. Employee performs a variety of duties in the care and cleaning of bathrooms, employee lounge areas, offices, and buildings. Duties include physically strenuous activities such as moving furniture, lifting heavy boxes, operating heavy cleaning equipment, and delivering large quantities of housekeeping supplies. Position is also responsible for equipment maintenance, safety and inspection of OSHA regulations and Fire Department regulations and keeping inventory of maintenance supplies. Work is performed under close supervision, guided by a daily schedule for general assignments and specific instructions for special assignments. Work is reviewed through inspections and frequent consultation with supervisory personnel. A valid NC state driver's license is required as well as the ability to travel within the context of the job. Employees operating their personal vehicles for county business shall maintain the minimum liability coverage required by the state of North Carolina in accordance to the County Fleet Policy and Employee Safety Program (page 10, section G.) ***This position performs disaster-related duties during emergency disasters and shelter openings.*** Position is located in the **ROCKY MOUNT OFFICE**, however, office location may change based on the needs of the agency.

**Examples of Duties Performed:**

Sweeps, mops, and vacuums floor surfaces. Wax and buff wood and tile floors. Maintains bathroom areas in a sanitary state and replenishes paper supplies and soap as necessary. Clean windows, walls, woodwork, and light fixtures. Empties trash receptacles. Move furniture upon assignment. Makes minor repairs and changes light bulbs and fluorescent tubes. Shovels snow from walks and drives. Ensure that fire alarms, extinguishers, and smoke detectors are operational. Ensure that light switches and electrical wall sockets are in compliance with fire codes. Ensure Perform other duties as assigned.

**Knowledge, Skills and Abilities:**

Some knowledge of the application of trade skills to the duties assigned. Skill in the use and care of equipment and tools used in performing the work assignments. Ability to follow oral work assignments. Physical strength sufficient to move relatively heavy objects and to work at heavy manual tasks for considerable periods of time. A knowledge of methods, materials, equipment, supplies, inventory, general housekeeping activities is needed. The skill to repair miscellaneous equipment, being able to understand measurements, the operation of drills and saws, and levels to align bulletin boards to wall.

**Application Period: 02/23/2017 – Open Until Filled**

**Application Deadline: Until Filled**

Application Process: Applications are available online at [www.edgecombecountync.gov](http://www.edgecombecountync.gov). Applications should be returned to Nora Harper, Personnel Assistant at 301 S. Fairview Rd., Rocky Mount, NC 27801. Applications can be picked up at the Social Services office at 301 S. Fairview Rd., Rocky Mount, NC 27801 or downloaded from the County's website. Applications are also available at the Edgecombe County Manager's Office at 201 S. Andrew St. Tarboro, NC 27886. Applicants may apply through the Division of Employment Security. Electronic copies, Fax copies, incomplete or unsigned applications will not be considered.

Bilingual applicants (English/Spanish) encouraged to apply.

**We support a drug free work environment. A pre-employment drug screening and criminal background check is required.**  
**AA/EOE**