



Edgecombe County is accepting applications for **MAINTENANCE DIRECTOR** to perform complex advanced technical work maintaining all county facilities to the best level possible; managing the maintenance budget within approved guidelines, researching all cost cutting options, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Manager. Departmental supervision is exercised over all personnel within the department. Supervises, performs or assists subordinates with the cleaning of building grounds and other areas of activity. Manages maintenance department workers and acts on employee problems and issues if they arise. Ensures effective and efficient use of budgeted funds; reviews weekly invoices and monthly statements including utility bills, janitorial supply invoices and plumbing and electrical invoices. Coordinates and participates in selecting and training of department staff and other employees. Pursues and receives bids for construction and other related projects. Estimates repair and replacement costs. Instructs, assigns and reviews work of others to maintain standards.

HS diploma or GED and considerable experience hands on commercial or governmental maintenance management, or equivalent combination of education and experience. Associates/Technical degree preferred.

Starting Salary: \$39,629 w/excellent benefits

Closing Date: October 20, 2017

Applications available at the Edgecombe County Manager's Office, 201 St. Andrew Street, Tarboro, NC or online at www.edgecombecountync.gov. Pre-employment drug screen, e-verify and criminal background check required. *No faxed applications please. EEO Employer.*