

**Main Campus:**  
21 Campus Circle  
Murphy, NC 28906  
Phone: (828) 837-6810  
Fax: (828) 837-0028  
or (828) 837-3266



**Graham County Center:**  
P.O. Box 1997  
145 Moose Branch Road  
Robbinsville, NC 28771  
Phone: (828) 479-9256  
Fax: (828) 479-6280

## ADVERTISEMENT OF POSITION VACANCY

Posting Date: September 27, 2021

**Position:** Maintenance/Custodian

**Qualifications:**

High School Diploma or Equivalent required. Associate's Degree preferred. Five years of proven work experience in grounds keeping required, as well as five years work experience in maintenance and custodial. Forklift operator certification or ability to obtain certification required. Further, this position is best served by an employee who holds a NC Class I qualification for plumbing or an employee who is eligible to sit for NC State & Local Government Technician (plumbing) exam. General carpentry is also needed for this position.

**Basic Purpose of Position:**

To properly maintain all buildings, grounds, and support all aspects of college facility operations.

**Major Duties:**

- Takes responsibility and initiative to ensure TCCC work duties and personal conduct expectations are met.
- Ensures a safe work environment for self and fellow employees
- Unlocks and locks buildings and classrooms daily and as needed.
- Ensures that all entrances, exits and hallways are clean, free of clutter and accessible.
- Ensures that all doors, locks, lighting, switches, thermostats, etc. are working daily.
- Supports facilitation of special events, classes and college operations by setting up and taking down furnishings, equipment, materials, etc. and by cleaning and performing other tasks as needed.
- Assists with security as requested and under guidance, provides primary assistance with disaster response operations.
- Unloads trucks and distributes materials, supplies, packages, etc. on a daily basis.
- Performs preventive maintenance in all facilities and grounds.
- Responds and uses prescribed procedures to clean or correct potentially hazardous spills, overflows, leaks and any other incidents.
- Empties and cleans trash receptacles daily or as needed.
- Inspects and services restrooms and restroom fixtures and dispensers on a daily basis.
- Cleans and maintains all floor and desk/table/chair surfaces in public and classroom areas.
- Cleans windows as needed inside and out.
- Cleans inside all buildings and outside campus areas.
- Operates forklifts, lifts backhoe and other equipment in a safe, responsible manner.
- Manages proper storage and use of potentially hazardous materials (Gas, diesel fuel, propane, pesticides, cleaning agents, etc.)
- Keep the campus clean while maintaining a professional environment at all times.

**Salary Range:** In accordance with the College's Compensation Plan.

**Work Schedule:** This is a 40-hour per week position and may require some flexibility in working hours. This position is non-exempt under the Fair Labor Standards Act.

**Proposed Hiring Date:** As Soon As Possible

**Deadline to Apply:** October 11, 2021 or until filled

**How to Apply:** A TCCC application is required, plus a letter of interest, resume, and transcript/s. For an application packet, contact the Human Resources Office at Tri-County Community College, 21 Campus Circle, Murphy, NC 28906. Phone: (828) 835-4325 or e-mail: [humanresources@tricitycc.edu](mailto:humanresources@tricitycc.edu).

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