

Sumter County Office of Human Resources



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Sumter County
Administration Building
13 East Canal Street
Sumter, SC 29150

Sumter County is Presently Seeking a Building Maintenance Worker for the Public Buildings Department Starting Salary DOQ

Examples of Work Performed: Under general supervision, performs a variety of general maintenance and repair work to maintain the Public Buildings of designated Sumter County properties. Required to operate and maintain various equipment and tools such as a welder, hand and power tools, and cutting torch, to complete assigned jobs. Exercises care and safety in the use of equipment and tools required to complete the assigned task, such as minimal electrical and plumbing repairs. May help coordinate the daily activities of co-workers. Completes and submits building maintenance records. Interacts and communicates with various groups and individuals such as the Purchasing Director, Facilities Manager, immediate supervisor, co-workers, other county department employees, and members of the general public. Performs related duties as required. Reports to Facilities Manager.

Required Knowledge, Skills & Abilities: Has thorough knowledge of the methods, procedures, and policies of the Public Buildings Department as they pertain to the performance of duties of the Building Maintenance Worker. Is knowledgeable in the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has the ability to aid co-workers and employees of other departments as required. Has thorough knowledge of and skill in building maintenance procedures. Has general knowledge in the mechanical, electrical, plumbing, and structural maintenance and repair of buildings. Has the ability to use independent judgment as needed in performing routine tasks. Is able to use independent judgment in performing routine tasks and complete without the need of direct supervision. Is able to read and interpret materials pertaining to the responsibilities of the job. Has knowledge of the terminology used within the department. Knows how to maintain effective relationships with personnel of other departments, co-workers, and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Has the mathematical ability to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of the standard tools, materials, and practices of the trade. Has skill in the care and use of required tools and equipment. Has knowledge of the occupational hazards and safety precautions of the trade. Is able to make repairs and adjustments to equipment. Has skill in the care and use of required tools and equipment. Must be able to lift and/or carry weights of up to 75 pounds.

Minimum Requirements: Requires a vocational diploma in maintenance, mechanical/electrical repair or related field supplemented by three to five years of maintenance experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid South Carolina Driver's License and a satisfactory driving record.

Benefits: Sumter County Government participates in the SC State Health Plans and Retirement Plans administered by PEBA (Public Employee Benefit Authority). A complete listing of benefits and eligibility requirements can be found by accessing peba.sc.gov. An overview of benefits and eligibility will be provided in the pre-employment packet and again during the new hire orientation.

Request Assistance: If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at (803) 774-2824 or emailing khooks@sumtercountysc.gov

Reasonable Accommodation: Applicants with disabilities may contact Sumter County Government – Human Resources via telephone at (803) 774-2824, FAX (803) 774-2827 or e-mail khooks@sumtercountysc.gov to request and arrange for accommodations. If you need assistance to accommodate a disability, you may request an accommodation at any time.

Qualified applicants interested in applying should:

Visit our website at www.sumtercountysc.gov for a pre-employment application

And

Fax cover letter, résumé and application to (803) 774-2827

Or

E-mail cover letter, résumé and application to khooks@sumtercountysc.gov

Opening Date: May 14, 2024

Closing Date: Open Until Filled

EEO/AA-DRUGS DON'T WORK