

Sumter County Office of Human Resources



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Sumter County
Administration Building
13 East Canal Street
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Sumter County is Presently Seeking a Maintenance Worker for the Public Buildings Department Starting Salary DOQ

Examples of Work Performed: Under limited supervision, performs general custodian and light maintenance in County Buildings as scheduled or assigned. Removes trash, cleans and sanitizes restrooms, sweeps, mop, and vacuums floors and bathrooms, strips, buffs, and applies floor wax and sealer to hard surface floors. Vacuums and shampoos carpets in walkways offices, and halls in County Buildings. Dusts furniture, blinds, and cleans windows, etc. in County buildings. Assists in maintaining outside premises of County buildings, to include trash removal, sweeping sidewalks, etc. Assists in moving office equipment and furniture, as necessary. May supervise inmate workers, orders and issues cleaning supplies, and maintains a supply inventory. Operates and maintains a variety of equipment such as vacuum cleaner, floor buffers, and various hand tools. Has a knowledge of and maintains a current Material Safety Data Sheet (MSDS) log for cleaning supplies. Locks or unlocks assigned buildings. Assists with the setup of facilities for meetings, classrooms, conferences, events, etc. Washes walls and equipment; uses ladders when required. Interacts and communicates with immediate supervisor, inmate workers, other County employees, and the general public in a courteous and professional manner. Requires the ability for significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, significant stooping, kneeling, and crouching. Performs related duties as assigned by immediate supervisor. Reports to the Maintenance Supervisor.

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 knowledge of the organization of the Department and of related departments and agencies. Has ability to understand written procedures including written and oral multi step instructions. Has the ability to offer assistance to co-workers and employees of other departments as required. Has thorough knowledge of and skill in building maintenance procedures. Has the ability to use independent judgment as needed in performing routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to read and interpret technical documents and related 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 ability to perform basic math, including fractions, calculations, percents, and/or ratios. 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 ability to schedule activities and consider a number of factors when using equipment. Has knowledge of the occupational hazards and safety precautions of the trade. Is able to make minor repairs and adjustments to equipment. Must be physically able to operate a variety of machines and equipment including various hand and power tools, etc. Must be able to lift and/or carry weights of up to fifty pounds. Follows safety practices and procedures.

Minimum Requirements: High School Graduate or GED. A minimum of 1-year experience in a custodial or maintenance environment or a combination of education, training, and experience that provides the required knowledge and skill set.

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: September 1, 2023

EEO/AA-DRUGS DON'T WORK

Closing Date: Open Until Filled