



## **Cape Fear Public Transportation Authority**

### **Facilities Maintenance Specialist**

#### **JOB DESCRIPTION**

**POSITION TITLE:** Facilities Maintenance Specialist

**JOB SUMMARY:** Assists the Facilities Maintenance Manager in overseeing and managing maintenance of authority facilities and grounds.

#### **WORK SCHEDULE:**

- Forty (40) hour work week, typically 11:00 am until 8:00 pm Tuesday through Saturday, including one (1) hour meal break
- Must be available during disaster and emergency events.
- Must be available to be on call to respond to facility emergency events.

#### **REPORTS TO:**

- Facilities Manager

#### **DESCRIPTION OF DUTIES/RESPONSIBILITIES:**

- Janitorial tasks (sweeping, cleaning, sanitization, waxing, etc).
- Assist with maintenance of all authority facilities.
- Assist in maintaining all authority amenities, including bus stop sign installs and shelters.
- Assist in maintaining all authority grounds, including cleaning and maintenance upkeep at bus stations.
- Serve as primary back-up on CNG station and HVAC responsibilities. Training and the maintaining any required certifications would be possible.
- Other duties as assigned.
- Opportunities for on-the-job training.

#### **QUALIFICATIONS:**

- High school diploma or equivalent.
- Must possess valid North Carolina driver license.
- Pre-employment background check and alcohol/drug screen required. Random drug screens are administered.

#### **SKILLS REQUIRED:**

- Computer literate.
- Requires trailering and loading equipment.
- Requires operating heavy machinery including power tools.

#### **PHYSICAL REQUIREMENTS:**

- Outdoor work with exposure to the elements will be required.
- Physical activities require considerable use of arms, repetitive hand motions, climbing, lifting, moving and handling of materials.

- Typically requires talking, hearing, seeing, and repetitive motions.
- May require lifting up to seventy-five pounds.
- May be subject to overnight travel.

**SPECIAL REQUIREMENTS:** The incumbent may be required to assist in performing other administrative and operational duties as well as assist in operational tasks within the Authority.

**STATUS:** FSLA Non-Exempt  
**HIRING RATE:** Starting at \$20.58 per hour  
**REVISION DATE:** November 27, 2024  
**BENEFITS:** Eligible for health coverage

**NOTE:**  
This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, Cape Fear Public Transportation Authority reserves the right to revise the functions and duties of the position, or to require that additional or different tasks be performed when circumstances change (i.e. emergencies, staff shortages, work load changes, rush jobs, or technological developments).

There will opportunities to obtain additional certifications to perform responsibilities.

I acknowledge and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me.

\_\_\_\_\_  
EMPLOYEE'S NAME

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE