

Warren County Human Resources
210 West Ridgeway Street
P.O. Box 619
Warrenton, NC 27589



Monday - Friday 8:30am to 5:00pm
Telephone: (252) 257-3574
Facsimile: (252) 257-5971
www.warrencountync.com

EMPLOYMENT OPPORTUNITY

WARREN COUNTY

HEALTH DEPARTMENT

POSITION: General Utility Worker*

DUTIES: Monitor the effective functioning of the health department physical plant and department owned automobiles; Report to supervisor any major problems in building structure, heating, cooling and plumbing systems and automobiles. Contact county maintenance via work order to arrange for needed repair or maintenance; Cleaning; Light Repairs; Occasional errands to pick up or deliver items within the county or nearby towns; Responsible for monitoring and requesting the emptying of the recyclable containers within the department; Maintain appropriate amount of all maintenance supplies for department; and other related duties as assigned.

EDUCATION/EXPERIENCE: Graduation from high school & at least two years' experience in a job requiring knowledge of maintenance or repair work or equivalent training.

SALARY: \$30,000 - \$33,590 annually

North Carolina State applications (PD-107) will be accepted **August 3, 2023** at the Division of Workforce Solutions (formerly the Employment Security Commission), 210 West Ridgeway Street, Warrenton, North Carolina 27589 or at the Warren County Human Resources Department, 210 W. Ridgeway Street, Warrenton, NC. Applications are available at www.warrencountync.com.

Warren County is a drug free workplace. Positions designated () as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

Warren County is an Equal Opportunity Employer