



Johnston-Lee-Harnett Community Action, Inc.

MAIN OFFICE
Phone 919-934-2145
Fax 919-934-6231
Post Office Drawer 711
1102 Massey Street
Smithfield, NC 27577

LEE COUNTY OFFICE
Phone 919-776-0746
Fax 919-774-1867
Post Office Box 1061
225 S. Steele Street
Sanford, NC 27330

HARNETT COUNTY OFFICE
Phone 910-814-8360
Fax 910-814-8362
Post Office Box 40
745 Shawtown Rd., Suite A
Lillington, NC 27546-0040

FACILITIES/TRANSPORTATION ASSISTANT

Hours: 7:30 am – 4:30 pm

Location: Johnston County

POSITION SUMMARY

- The Facilities/Transportation Assistant provides administrative support to the operational activities of the Facilities/Transportation services. Assist in the planning, organizing and directing the fleet management operations including vehicle and equipment maintenance, repair and disposal.

POSITION QUALIFICATIONS

- Current CDL license with school bus endorsements
- Good Driving Record
- Ability to relate well to others
- High school diploma or GED
- Ability to do minor repairs and maintenance, as appropriate.
- Good written and verbal communication skills
- Good Computer Skills
- Physician statement of good health and provide personal statements of annual physical.
- Have negative results of TB test before beginning to work and on an annual basis.

Submit a completed application, resume and three letters of reference via:

(www.jlhcommunityaction.org),

HR TAB, EMPLOYMENT OPPORTUNITIES dropdown

Minimum Starting pay: \$41,500 year