

NOTICE OF VACANCY
FLOYD COUNTY GOVERNMENT
COUNTY COMMISSIONERS
DEPARTMENT OF OPERATIONS AND PLANNING

POSITION: Maintenance
DEPARTMENT: Commissioners
JOB CATEGORY: (LTC)

FLSA STATUS: Non-exempt
Entry Level Salary: \$15.49 per hour

Applications accepted 04/15/2019 – 05/02/2019

Incumbent serves as maintenance staff for the Floyd County Commissioners under the Department of Operations and Planning, responsible for maintaining facilities, properties, and equipment.

DUTIES:

Maintains facilities and grounds of County facilities including but not limited to the following: Pine View Government Center, ML Reisz Building, Digital Library, North Annex, and any other properties as needed.

Have experience maintaining and repairing commercial HVAC, Electrical and Plumbing systems. Performs minor building repairs, carpentry, roofing, electrical and plumbing work.

Operates various types of equipment and various hand tools plus related attachments in effecting the general maintenance, floors polishing fixtures, changing light bulbs, emptying trash, cleaning walls and baseboards.

Maintaining building appearance may be required when needed to assist employees by sweeping, mopping floors, stripping, waxing floors, buffing when necessary and picking up trash.

Maintain outdoor areas by picking-up trash, sweeping sidewalks, and parking lots.

Drive light and heavy trucks to haul supplies, parts and materials.

Assist with maintenance duties as requested on other county facilities on an as needed basis.

Perform related duties as assigned.

SKILLS AND KNOWLEDGE:

Working knowledge of skill in the operation of zero-turn mower, tractor, various hand tools and related equipment.

Working knowledge of and ability to operate custodial equipment such as buffing and stripping machines.

Basic knowledge of mechanics of light equipment and ability to perform preventive maintenance and minor repairs.

Working knowledge of building maintenance and carpentry, plumbing, and painting and masonry skills.

Ability to follow verbal instructions, and effectively communicate with co-workers and general public.

Ability to physically perform the essential functions of the position including the ability to lift and carry park equipment.

Ability to legally operate a wide variety of vehicles and equipment; possess a Commercial Driver's License a plus

RESPONSIBILITY:

Incumbent performs a wide variety of maintenance suites with work priorities determined by Supervisor and service needs of the public. Work is supervised through random checks to ensure compliance with overall policies and practices.

PHYSICAL EFFORT:

Moderate physical effort is exerted by incumbent in the setup and operation of equipment, including bending, stooping, and movement of extremities necessary to handle equipment controls. Moderate physical effort is frequently required for regular periods of time.

WORKING CONDITIONS:

Incumbent performs duties inside and outdoors, and is periodically exposed to inclement weather conditions, heights, moving parts, traffic, toxic chemicals, noise, dirt, dust, vehicle and equipment fumes. Safety precautions must be used at all times to avoid injury to self and others.

LICENSE/CERTIFICATION NEEDED:

Must possess and maintain a current valid Indiana driver's license, Commercial Driver's License a plus.

PLEASE APPLY FOR THIS POSITION VIA THE FLOYD COUNTY EMPLOYMENT PORTAL AT:

<https://www.floydcounty.in.gov/index.php/floyd-county-indiana-employment-opportunities>

Qualified applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, or veteran status. Floyd County is an equal opportunity employer. Qualified applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, religion, or veteran status. For more information on applicable equal employment regulations, refer to the EEO is the Law poster

https://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf

If a disability prevents you from applying for a job through our website, paper applications are available from the Floyd County HR Department located at 2526 Corydon Pike, Suite 204, New Albany, Indiana 47150