



Employment Opportunity

Kittitas County, Washington

POSTED: 1/6/17

CLOSES: 2/3/17

MAINTENANCE TECH I

The current vacancy in the Maintenance Department is a full-time, union (Local 792CH), non-exempt, position with benefits, expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply.

SALARY RANGE: \$3,111 - \$3,546 per month

ESSENTIAL FUNCTIONS:

Perform Maintenance of all County Facilities including:

- Repair doors, windows, office equipment and furniture
- Install equipment and materials as needed for building facilities
- Prepare meeting rooms for special events
- Maintain walls including spot cleaning, touch-up, painting, patching and cove base repair or replacement
- Repair ceilings and roofs
- Repair basic plumbing systems
- Repair basic electrical systems
- Assist Maintenance Tech II with PMP's, inspections, mechanical repairs and servicing equipment

Perform grounds-keeping duties including:

- Mowing, edging, aeration, irrigating, trimming, seeding and chemical application
- Ensure proper irrigation practices including repair or installation of irrigation equipment
- Trim and cultivate trees and shrubs
- Provide grounds cleanup
- Provide snow removal at all County Buildings
- Pick up trash and maintains parking lots and common areas
- Service and repair equipment

Perform custodial duties including:

- Maintain the interior cleanliness of County buildings
- Mop, sweep, vacuum, shampoo, strip and wax floors
- Wash windows, countertops, walls and hard surfaces
- Control dust and cobwebs
- Lock doors, turn off lights and promote a safe and secure environment

Other areas of assignment:

- Construction
- Remodels
- Partitions

Kittitas County is an Equal Opportunity Employer

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This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS:

- High School diploma or GED.
- Four (4) years of experience and/or education relating to Maintenance, Construction, and Repair.
- Valid WA State Driver's License.
- Must attend KCSO Trustee Training prior to working with KCSO Trustees.
- A criminal history background check will be performed, to include fingerprinting. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

WORKING CONDITIONS:

Work is performed in a variety of indoor facilities and outdoor environments. Exposure to inclement weather, including temperature extremes and windy/dusty conditions, will occur. Position requires ability to sit, stand, walk, bend, stoop, crouch, twist, grasp, reach, and climb ladders and stairs; must be able to lift up to 60 pounds and occasionally more with assistance; frequent exposure to the following hazardous or corrosive chemicals will occur: fertilizers, soil additives, automotive chemicals, fuels and lubricating oils, paints, primers and solvents, cleaning and sanitation chemicals, airborne environmental dust and wood dust. Must have the ability to supervise and direct work of inmate and juvenile work crews. Safety policies and procedures must be adhered to at all times, including but not limited to required PPE and proper lifting/carrying techniques. Must be able to safely operate a motor vehicle in varied weather conditions and all levels of daylight. Periodic travel may be required for ongoing training opportunities, and attendance of meetings.

Work schedules will be determined by job assignment, and may require occasional modification based on business need. Regular attendance and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by 5:00 PM on the closing date. The following items are required: 1) Kittitas County Employment Application; 2) Resume; 3) Letter of Interest; 4) Two (2) professional references and two (2) personal references and 5) Supplemental Exam Answers. Please note: All applications must be submitted online; paper copies will not be accepted

SUPPLEMENTAL EXAM QUESTIONS:

- (1) Describe any Janitorial experience you have had and number of years.
- (2) Describe what type of building and grounds maintenance you have performed in the past.
- (3) This position is Monday-Friday, 3pm - 11:30pm. Would you be available to work this schedule?