



Employment Opportunity

Kittitas County, Washington

POSTED: 9/21/2017

CLOSES: 10/05/17

MAINTENANCE TECHNICIAN I

The current vacancy in the Maintenance Department is a full-time, benefited, Union (Local 792-CH), non-exempt position expected to begin as soon as possible. The candidate selected for this position will be assigned to janitorial/ grounds maintenance duties and will be required to work swing shift hours. Anyone who meets the qualifications stated below may apply.

SALARY RANGE: \$3,204- \$3,653 per month.

ESSENTIAL FUNCTIONS

Janitorial services - including public spaces and individual offices

- Clean, sanitize, and stock bathrooms
- Empty trash and recycling
- Mop, sweep, vacuum, shampoo, strip and wax floors
- Wash windows, fixtures, countertops, walls and other surfaces
- Control dust and cobwebs
- Lock doors, turn off lights and promote a safe and secure environment
- Light maintenance including spot cleaning, touch-ups, painting, patching, and minor repairs
- Respond to requests in a timely and professional manner

Grounds maintenance

- Mowing, edging, aeration, irrigating, trimming, seeding and chemical application
- Ensure proper irrigation practices including repair or installation of irrigation equipment
- Maintain healthy and presentable landscape
- Provide snow removal at all County Buildings
- Pick up trash and maintain walkways, parking lots, and common areas
- Clean windows
- Perform minor service and repair of equipment

General maintenance

- Install or repair office structures, furniture, and equipment
- Perform basic plumbing and electrical repairs
- Prepare meeting rooms for special events
- Inspection of equipment and/or facilities

SECONDARY FUNCTIONS:

Assist with special projects, such as construction, remodels, etc.

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

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5th Ave Suite 107 • Ellensburg, WA 98926
(509) 962-7082 • FAX (509) 962-7083 • hr@co.kittitas.wa.us • www.co.kittitas.wa.us

MINIMUM QUALIFICATIONS

- High School diploma or GED.
- Two (2) years of experience performing janitorial, grounds, and general maintenance duties.
- Valid WA State Driver's License.
- 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.

MUST POSSESS NECESSARY KNOWLEDGE, SKILLS AND ABILITIES TO:

- Safely utilize all of the tools and equipment required to perform the essential functions of the position.
- Operate a computer including use of email and other programs, and possess the ability to learn new technology quickly.
- Perform work independently, and possess the desire to do a good job.
- Interact with County personnel in a professional manner without excessive disruption to their work environment.
- Communicate in a clear, concise manner (verbal and written).
- Follow verbal and/or written directions and comply with policies and regulations.
- Prioritize work and respond to emergency and/or competing requests in a calm, professional manner.
- Utilize creative problem-solving skills, good judgment, and know when to ask for assistance and/or report concerns to your supervisor.

SPECIAL REQUIREMENTS

- KCSO Trustee Training prior to working with KCSO Trustees
- Bloodborne Pathogens Training
- First Aid Certification
- Maintenance employees who do not already have the Hepatitis B Vaccination will have the option to undergo the series through the Public Health Department at no cost to the employee. Employees who do not wish to be vaccinated against Hepatitis B must complete and sign a waiver stating they received the County's offer of vaccination against Hepatitis B and they declined the offer.

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. There is regular exposure to the following hazardous or corrosive chemicals: fertilizers, soil additives, automotive chemicals, fuels and lubricating oils, paints, primers and solvents, cleaning and sanitation chemicals, airborne environmental dust and wood dust.

This position is very active and requires frequent to constant standing, walking, bending, kneeling, stooping, twisting, crouching, crawling, climbing, sitting, reaching, grasping, and use of foot controls. The employee must be able to lift up to 60 pounds and occasionally more with assistance, and have the ability to communicate clearly in person and over the phone.

This employee may be assigned 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. Regular use of motor vehicles is required; must be able to safely operate a motor vehicle in varied weather conditions and all levels of daylight. Periodic travel may be

necessary to attend training or meetings.

Employees assigned to general maintenance will typically work day shift while employees assigned to janitorial and grounds maintenance will typically work swing shift. Occasional variation may be required 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. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Supplemental Exam Answers
5. Two Professional References and two Personal References

SUPPLEMENTAL EXAM QUESTIONS

- 1) Please describe your work experience related to cleaning and maintaining a large building or facility. Include the size and type of facility.
- 2) List the cleaning chemicals which you have experience, knowledge or training to use safely (carpet, shampoo, glass cleaner, etc.).
- 3) List any tools and power equipment that you have experience with, or are trained to use, to clean buildings and maintain grounds.
- 4) Please provide an example of when you have had to work independently.
- 5) The standard schedule for this position is a swing shift. Are you able to commit to this schedule?