



Kittitas County, WA  
Employment Opportunity

## MAINTENANCE TECHNICIAN I

<b>Salary</b>	\$1,914.50 - \$2,182.00 per month	<b>Location</b>	Ellensburg, WA
<b>Job Type</b>	Part-Time (20 hours/week)	<b>Benefits Status</b>	Benefits-Eligible
<b>Department</b>	Maintenance	<b>FLSA Status</b>	Non-Exempt
<b>Opening Date</b>	5/1/2024	<b>Closing Date</b>	Open until filled with first review after 5/8/2024

### Description

The Kittitas County Maintenance Department is currently seeking qualified candidates for the position of Maintenance Technician I. This position is responsible for light interior and exterior upkeep and preventative maintenance of assigned County facilities including janitorial services. The schedule for this position is 8:00am – 12:00pm Monday – Friday. Anyone who meets the qualifications stated in the job description is encouraged to apply.

### Essential Functions

#### Janitorial Services of Public Spaces and Individual Offices

- Clean, sanitize, and stock bathrooms.
- Disinfect commonly used spaces like door handles.
- Empty trash and recycling.
- Mop, sweep, vacuum, shampoo, strip, and wax floors.
- Wash windows, mirrors, 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.
- Notify supervisor of unsafe conditions or other issues/repairs as needed.

#### Grounds Maintenance

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

#### General Maintenance, Installations, and Repairs

- Install or repair minor office structures, furniture, and equipment.
- Perform basic plumbing and electrical repairs.
- Prepare meeting rooms for special events.
- Routine inspection and preventative maintenance of equipment and/or facilities, both interior and exterior.



## Minimum Qualifications

- High School diploma or GED.
- Two (2) years of experience performing janitorial, grounds and/or general maintenance duties.
- Valid WA State Driver's License.
- A criminal history and background check to include fingerprinting will be performed on qualified applicants. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

## Required Knowledge, Skills, and Abilities

- 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 Inmate Worker Training prior to working with KCSO inmate workers
- Bloodborne Pathogens Training
- First Aid Certification or ability to obtain within six (6) months of hire
- Maintenance employees who do not already have the Hepatitis B Vaccination will have the option to undergo the series 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.

## Benefits

Kittitas County offers comprehensive healthcare, retirement, and leave benefits to eligible employees. To learn more about the County's benefits, visit the Benefits page on the Kittitas County website:

<https://www.co.kittitas.wa.us/hr/benefits.aspx>

## Working Conditions

Work is performed in a variety of indoor facilities, including secured spaces/buildings, 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.

Work is generally performed Monday – Friday during regular business hours. Occasional variation may be required based on business need. Reliable and regular attendance and punctuality are required.

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

## **APPLICATION PROCESS**

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Applicants must apply online using the electronic recruitment portal. As part of the online application process, the following items must be uploaded in PDF format:

1. Resume
2. Letter of interest for this position
3. Two (2) professional references and two (2) personal references
4. Supplemental exam answers

### **Supplemental Exam Questions**

1. Please describe your janitorial experience.
2. Please describe your experience with grounds maintenance, including the type of equipment that you used.
3. Please describe your experience working independently.