



Rogers County Job Opportunity

If interested please complete an application and return it to Rogers County HR located in the County Clerk's Office of the Rogers County Court House

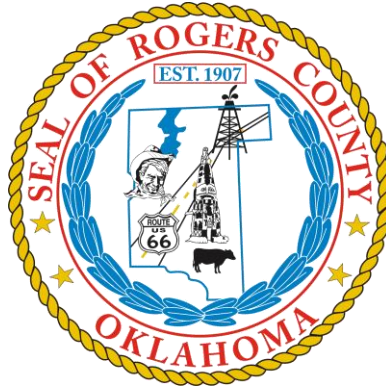
Title: Maintenance Tech	Department: Court House Facilities
Reports to: Facilities Manager	FLSA Status: Non-Exempt
Pay: Range from \$2400.00 - \$ 3,200.00	Full Time/Part Time: Full Time
Position Posted: 10/25/2017	Posting Closes: Open Until Filled

Position Profile

Perform a wide variety of general building maintenance repairs and services. Maintain the day-to-day operations and to assume responsibility for maintaining the physical asset of the property under the direction of the Director of Facilities.

Duties and Responsibilities

- Responsible for the completion of all maintenance service requests as assigned.
- Schedule and complete the preventative maintenance program.
- Monitor and maintain all building systems as assigned.
- Complete grounds work as directed by Facilities Director which may include picking up trash, sweeping curb and dumpster areas and maintaining landscaping beds and other areas.
- Responsible for alerting the Facilities Director of any unusual occurrence and/or damage that have taken place or that may occur.
- Maintain efficient function of the boiler and water softener; add chemicals or salt as needed.
- Responsible for the completion of all maintenance service requests as assigned.
- Maintain monthly inspection and maintenance of building and HVAC roof motors and fans and replace as needed; clean, grease and paint all equipment used in heating and ventilation.
- These functions may include, but are not limited to: Light bulb changes, caulking, filter changes, painting, lock repairs, etc.
- Drives motorized vehicle on or off property for County business.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Remove snow from sidewalks, driveways, and parking areas, using snowplows, snow blowers, and snow shovels, and spread snow melting chemicals.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Spray insecticides and fumigants to prevent insect and rodent infestation.
- May be required to assist cleaning crew in daily cleaning tasks.
- Performs other duties as assigned.



Qualifications

Valid drivers' license along with good driving record and auto insurance is required. High school diploma or equivalent is preferred. Trade school and/or military training is a plus. One to five years of verifiable hands-on general maintenance experience (i.e., plumbing, electrical, carpeting, painting, etc.) is preferred with proficiency in at least one major area, but not required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is exposed to fumes or airborne particles. The employee is exposed to outside weather conditions. The noise level in the work environment is moderate to high. The employee is occasionally exposed to risks associated with travel between properties and back and forth to other areas as may be required due to business demands. Work environment involves routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The job may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to eighty (80) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.