

## **Building Maintenance**

The Chilton County Commission is accepting applications/resumes for help with building maintenance. This position is responsible for building maintenance, including plumbing, mechanical and electrical skills.

Building Maintenance reports directly to the County Administrator.

### **ESSENTIAL JOB DUTIES:**

- Inspect, repair and maintain any in-house facility needs for the county. This includes, but not limited to the carpentry, electrical, plumbing, and HVAC maintenance at county owned facilities.
- Coordinate the maintenance and schedule of contractors, when applicable.
- Maintain long term preventative maintenance plan for all county owned facilities.
- Manage and perform in-house projects related to repairs of various areas.
- Maintain accurate and complete records of preventative maintenance activities.
- Assist with set up, construction, and repair of special projects as needed.
- Maintain and directly perform the organization and care of the department tools and equipment.
- Complete inspections on facilities equipment.
- Communicate effectively with managers and directors.
- Ability to read and understand blue prints and electrical schematics.
- Demonstrate exceptional customer service skills in all communication.
- Performs the job in a safe manner and in compliance with county policies and procedures, and work and safety rules.
- Safe and dependable operation of vehicles and equipment.

### **MARGINAL FUNCTIONS:**

- Must be able to deal with people under stressful and demanding situations.
- Performs other duties as assigned.
- Ability to work independently in day-to-day operations.
- Ability to work in a team atmosphere.
- Ability to utilize computer skills, including proficiencies in word processing and basic spreadsheet applications.
- Ability to work effectively in a climate of political assertiveness and interaction, requiring timely administrative responsiveness and flexibility.
- Must be able to function effectively in a fast-paced environment.
- Must be able to function under stressful situations when first aid or CPR is required.
- Ability to maintain positive and effective working relationships with department heads, supervisors and other staff members.

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PHYSICAL REQUIREMENTS:

- Perform tasks that require walking, bending, stooping, standing, sitting, kneeling, climbing, reaching, pulling and/or pushing, grasping, carrying, color determination, and near acuity.
- Drives motorized vehicle to travel to different locations.
- Perform duties that require physical manual labor.
- Perform lifting tasks up to 50 pounds. Loads over 50 pounds must be lifted with mechanical assistance or assistance from others.
- Passing a pre-employment physical and drug screen is required for this position.

HOURS:

This is a full time position working a minimum of 40 hours per week. The scheduled work hours for this position are Monday - Friday, 8:00 AM to 5:00 PM, including 1 unpaid hour for lunch. This position might require night and weekend work, and the work hours will need to be adjusted accordingly. The position also requires availability for on call needs 24 hours a day for emergencies, during specified times.

EDUCATION, EXPERIENCE AND TRAINING:

The ideal candidate will have a minimum of 4 years' experience in the construction trades, including HVAC, electrical, plumbing, and framing and drywall. Supervisory experience is preferred. In good physical condition with sufficient strength to lift and hold 50 pounds. A valid Alabama Driver's License is required.

Applications are available in the Chilton County Commission Office located at 500 2<sup>nd</sup> Avenue North, Clanton, AL 35045. You may also email your resume with cover letter and references to [tsims@chiltoncounty.org](mailto:tsims@chiltoncounty.org). Applications/Resumes will be accepted through August 8, 2017.

Rate of Pay: \$16 per hour

The Chilton County Commission is an Equal Opportunity Employer.

No phone calls please.

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