

Whitley County Government

POSITION: Maintenance Technician
WORK SCHEDULE: 8:00 a.m. to 4:30 p.m. M-F

Incumbent serves as Maintenance Technician for the Maintenance Department of Whitley County, responsible for the maintenance and repair of buildings, grounds, and equipment for the Government Center, Courthouse, Jail, Annex, Work Release, and Museum.

DUTIES:

- Assists with preventative maintenance on heating, ventilation, and air conditioning (HVAC) equipment for the Government Center, Courthouse, Jail, Annex, Work Release, and Museum.
- Performs maintenance tasks, work assignments, and planning large projects including ordering materials.
- Completes daily maintenance requests through the direction of the Maintenance Director and/or the Maintenance Supervisor.
- Assists in seasonal snow and ice removal from County owned sidewalks, parking lots, driveways, and various facilities.
- Assists with maintaining the grounds, mowing, tree trimming, spraying for weeds, and minor landscaping for various facilities.
- Maintain and repair floors, walls, stairs, rails, doors, locks, windows, desks, tables, chairs, cabinets, and minor electrical, carpentry, or plumbing tasks.
- Assists in maintaining storage of records, blueprints, plans, inventory, and specification of various County buildings.
- Assists in maintain occupational safety and health administrative (OSHA) laws and regulations, safety data sheets (SDS), hazardous material classification, and container labeling within the Maintenance Department.
- Responds to emergencies from off-duty status if required. Performs related duties as assigned.

I. SKILLS AND KNOWLEDGES:

- High school diploma or GED, Bachelor's Degree in Construction Trades preferred.
- Working knowledge of plumbing, electrical, and carpentry codes.
- Ability to operate hand and/or power tools and machinery/equipment including but not limited to the following; hammer, screw driver, wrench, drill, power saw, air hoses/compressor, ratchet, micrometer, belt sander, manlift, pressure washer, grinder, drill press, cutting torch, sand blaster, and welding equipment.
- Possession of a valid driver's license and demonstrated safe driving record.
- Ability to occasionally work extended hours, evenings, and weekends.
- Ability to serve on 24-hour call and respond swiftly, and decisively to emergencies.

Please send resume/application to the address or e-mail listed below. Accepting resumes / applications through Wednesday December 4, 2019.

Human Resources – wchr@whitleygov.com
220 W Van Buren Street
Columbia City, IN 46725

****WHITLEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER****