



HOWARD COUNTY GOVERNMENT
Job Posting

Complete an application online at
<https://www.in.gov/counties/howard/home/careers/>

Howard County Government is an Equal Opportunity Employer

MAINTENANCE TECH ONE

POSITION: Maintenance Tech One
DEPARTMENT: Kinsey Youth Center
WORK SCHEDULE: M-F, 35 hours

STATUS: Full Time
FSLA STATUS: Non-Exempt
SALARY: \$39,289/yr

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This individual will be responsible for managing and documenting maintenance schedules. They will further assist with facility security.

GENERAL DUTIES:

Maintain knowledge of standards for OSHA, DOC, DCS, Health Department, DOE, Fire and MSDS
Ensure documentation is completed for audits and inspections
Schedule vendors as needed to ensure the facility operations
Ensure doors and lights are working correctly for security purposes
Assist with mowing, trimming, landscaping, and spraying
Power wash interior and exterior property
Inspect buildings and grounds to maintain and document security standards
Provide snow removal and salting sidewalks
Document maintenance of vehicle fleet

Custodian Duties:

Vacuum rugs and furniture
Dust, mop, and buff floors
Shampoo carpets
Clean and stock restrooms
Inspect and stock hand sanitizer stations
Dust furniture and oversized items
Wash glass windows and doors
Collect and dispose of internal and exterior trash
Stock and organize janitorial supplies
Clean and dust vents and ceilings

All other duties as assigned

JOB REQUIREMENTS:

High school diploma or general education degree (TASC); and one to three months related experience and/or training; or equivalent combination of education and experience. Must meet all background checks required for employment at the Robert J. Kinsey Youth Center

To apply for this position, please complete a Robert J. Kinsey Youth Center Employment application located online at <https://www.in.gov/counties/howard/home/careers/> and send application and resume to:

Michelle Ege at michelle.ege@howardcountyin.gov