

CRAIGHEAD COUNTY MAINTENANCE DEPARTMENT JOB OPENING

BUILDING MAINTENANCE

POSITION	Craighead County Building Maintenance
DATE OPENED	3/4/2019
FILING DEADLINE	3/15/2019
SALARY	\$31,000 to \$34,000 annually
EMPLOYMENT TYPE	Full-Time
WORK LOCATION	Maintenance Department, 511 Union Street, Jonesboro

JOB DESCRIPTION

The Maintenance Department is seeking applicants that have experience in building maintenance to fill this safety sensitive position. Building Maintenance is responsible for general maintenance, repair, and up keep of the various facilities we maintain.

JOB RESPONSIBILITIES

- Maintaining, checking, and troubleshooting of all mechanical systems throughout properties.
- General maintenance of buildings and structures throughout properties.
- Opening and set up for special events on the grounds.
- Help with outside grounds and custodial as needed.
- Help with moving and setting up of offices and office equipment.
- And other various duties as requested.

MINIMUM QUALIFICATIONS

EDUCATION: Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or other.

EXPERIENCE: Minimum of 2 years of building maintenance experience and/or training, or equivalent combination of education and experience. Mental alertness and adaptability to office and field area work routines.

Valid Driver's License

PREFERRED QUALIFICATIONS

HVAC license preferred.

PHYSICAL ACTIVITIES

While performing the functions of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear; and occasionally required to sit or smell. The employee must occasionally lift and/or move more than 100 pounds; regularly lift and/or move up to 50 pounds.

BENEFITS

Employment with Craighead County includes “core” health insurance for the employee with the option to “buy up” to include dependents. You can also elect to enroll in dental coverage, vision benefits and flexible spending account but will be responsible to pay the full premium for these benefits. Employees receive a \$10,000 life insurance policy through USABLE. The County uses APERS for its pension plan with the employee contributing a mandatory 5% and the County contributing 15.32%. Paid time off is accrued at .025 hours per hours paid for vacation and personal time. Vacation time can be taken after the 1st year of service. There are approximately 11 paid holidays per year.

FURTHER INSTRUCTIONS

Submit a resume via fax to (870) 933-4504 Attention: HR with the subject Building Maintenance or by email to hr@craigheadcounty.org with the subject Building Maintenance by the close of business on March 15, 2019. Resumes can also be mailed to Craighead County Judge’s Office, Human Resources, 511 Union Street, Suite 119, Jonesboro, AR 72401.

Applications may also be printed from the www.craigheadcounty.org and submitted in the Craighead County Judge’s Office to Human Resources, 511 Union Street, Suite 119, Jonesboro, AR 72401.

As an equal opportunity employer, Craighead County is committed to recruiting, retaining, and promoting employees who are reflective of the County’s diversity.

We thank our Veterans for their service to our country and encourage them to apply.

Bilingual applicants are also encouraged to apply.