

VACANCY ANNOUNCEMENT

JOB TITLE: Building Maintenance Technician I

POSTING DATES: July 24, 2019 – Until Filled

WORK LOCATION: LaBelle, Florida

PURPOSE OF JOB:

Receives work orders and investigates, diagnoses and repairs a variety of problems with County facilities, fixtures & workings. Performs trades-level work in one or more of the following trades: HVAC, plumbing, or electrical systems. Also perform diversified duties to maintain, repair or replace building or facility components including masonry and drywall, flooring, and roofs, electrical, plumbing, HVAC, sidewalks, etc.

DUTIES AND RESPONSIBILITIES:

Performs minor repairs to buildings including carpentry work, repairs to masonry and drywall, windows and doors, and paints walls and trim. Repairs or replaces door and window hardware such as handles and locks.

Replaces or repairs plumbing fixtures such as sinks and toilets, and unstops drains. Performs minor electrical repairs such as replacing outlets and switches and replaces bulbs ballasts, and other minor electrical repairs.

Performs external maintenance including pouring concrete, repairing fencing, installing or replacing signs, and painting lines and replacing parking blocks.

Performs minor HVAC work such as changing a/c filters and unclogging draining pipes.

Performs pressure washing.

Performs minor repairs, maintenance and cleaning of County vehicles.

Moves furniture, boxes, and material with or without a dolly. Delivers documents and office supplies to the Courthouse and to outlying areas.

Takes water samples for analysis quarterly. Restocks water systems with chlorine tablets as needed, various facilities.

OTHER FUNCTIONS:

Performs grounds keeping duties as directed.

Complies with safety regulations and maintain clean and orderly work areas.

Ensures that county owned facilities are secure.

Responds to work during a declared state of disaster.

Performs other duties as needed.

MINIMUM QUALIFICATIONS:

High School diploma or GED. At least 2 years of vocational training in general maintenance or 2 years year experience as a maintenance assistant in areas described above.

HOURS OF WORK:

40 hours per week as scheduled.

STARTING PAY RANGE:

Pay rate based upon qualifications. This is a full-time hourly position that includes County medical benefits and State Retirement.

TO APPLY: Submit a completed [Hendry County BOCC Application](#), [Applicant Survey](#), and [Veteran's Preference form](#) to:

Audelia Bustamante
Hendry County BOCC
P.O. Box 2340 LaBelle, FL 33975
(Physical address: 640 S. Main Street)
Telephone: 863-675-5352
Fax: 863-674-4195
<http://www.hendryfla.net>
audelia.bustamante@hendryfla.net

HENDRY COUNTY B.O.C.C. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN HIRING OR EMPLOYMENT PRACTICES

HENDRY COUNTY B.O.C.C. IS A DRUG FREE WORKPLACE

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND FAMILY MEMBERS

HENDRY COUNTY PARTICIPATES IN THE E-VERIFY PROGRAM

HENDRY COUNTY WILL GENERALLY, UPON REQUEST, PROVIDE APPROPRIATE AIDS AND SERVICES FOR QUALIFIED PERSONS WITH DISABILITIES SO THEY CAN PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS. CONTACT THE HR DIRECTOR AT THE NUMBER AND ADDRESS ABOVE FOR ASSISTANCE.