

POSITION VACANCY

**APPLICATIONS WILL BE ACCEPTED FROM THE GENERAL PUBLIC BEGINNING
APRIL 16, 2021 AND ACCEPTED UNTIL POSITION IS FILLED.**

On-line: www.co.wayne.in.us

JOB TITLE: Part-time General Maintenance, #13490

Date Posted: April 16, 2021
Department: Fairgrounds
Hours: 29 hours/week
Salary Range: \$14.80/hr.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless accommodation would cause an undue hardship.

Incumbent serves as Part-time General Maintenance, responsible for maintaining the County Fairgrounds.

DUTIES:

Performs general yard work, including mowing grass, operating weed eater, and spraying weeds. Removes snow from sidewalks and parking lots during the winter.

Cleans barns, buildings, and restrooms, including mopping/sweeping, emptying trash, cleaning tables and windows, and replenishing supplies.

Maintains lock status of the grounds.

Prepares buildings for events, including setting up and taking down pens, tables, and chairs.

Performs maintenance duties as assigned, including painting, stripping floors, and performing repairs.

Assists renters as needed, including answering questions and arranging chairs.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGES:

High school diploma or GED.

Working knowledge of plumbing and building maintenance.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work under time pressure, work rapidly for long periods of time, and work on several tasks at the same time.

Ability to understand, memorize, retain, and follow written and oral instructions/directions.

Ability to plan/layout assigned work projects, and read/interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to compute/calculate, count, and make simple arithmetic additions and subtractions.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to operate hand and power tools including, hammer, screw drivers, wrenches, drills, chain saws, power saws, air compressor, grinder, shovel, rake, mop, and broom.

Ability to operate machinery and equipment including, snowplow, front-end loader, bush hog, grader, riding mower, snow blower, tractor, floor stripper/buffer, and post driver.

Ability to occasionally work extended hours, weekends, and evenings. Ability to respond to emergency calls on a 24-hour basis.

II. RESPONSIBILITY:

Incumbent receives immediate supervision with assignments performed according to specific detailed instructions. Work priorities are determined by a flexible, customary routine and service needs of the public. Errors in incumbent's work are primarily detected or prevented through complete prior instructions from supervisor.

Incumbent reports directly to the Executive Director.

III. PHYSICAL EFFORT:

Incumbent frequently lifts heavy equipment and performs duties involving, sitting and walking at will, standing/walking/sitting for long periods of time, walking on uneven terrain, pushing/pulling objects, bending, crouching/kneeling, reaching, close and far vision, depth perception, hearing sounds/communication, and fingering objects.

IV. WORKING CONDITIONS:

Incumbent performs duties in an outdoors environment involving, working in extreme hot and cold conditions, working in wet/icy conditions, working with or near chemicals, working near fumes, odors, dust, and dirt, working in a noisy environment, working in confined areas, wearing protective clothing and equipment, and working in high places. Incumbent may work with or be exposed to violent/irate individuals and respond to situations involving potential harm to self and others. Safety precautions must be observed at all times to ensure personal safety and the safety of others.

Incumbent occasionally works extended hours, weekends, and evenings. Incumbent is occasionally required to respond to emergencies from off-duty status.

Apply at:

**Wayne County Government
Human Resources Department
401 E. Main Street
Richmond, IN 47374**

Online at: www.co.wayne.in.us

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