

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: MAY 6, 2015
CLOSING DATE: MAY 12, 2015

DEPARTMENT: Board of Supervisors/District II **POSITION:** Temporary Laborer/"Summer Student"

LOCATION: Globe

JOB CODE: 15-037

HIRING FOR 2 POSITIONS

(3 MONTHS DURATION)

HOURLY SALARY: \$8.25 per hour

NATURE OF WORK

Performs a variety of work related to maintenance and landscaping at County buildings and sites, including operating maintenance/landscape/construction equipment and tools; assures compliance with applicable state and local building and safety codes and standards.

DUTIES AND RESPONSIBILITIES:

- Performs minor building maintenance and landscaping.
- Makes repairs that include installing and replacing locks, repairing faucets, patching roofs/walls/ceilings, weatherproofing, repairing steps, concrete walkways, railing, and fences.
- Completes required building maintenance documentation and reports including maintaining records of materials and equipment used; assists with paper recycling activities.
- Utilizes hand tools, small equipment, ladders and mechanical equipment to complete assignments; uses proper safety methods, procedures and follows safety practices in all work performed.
- Drives vehicles and travels to other County facilities as required.
- Performs landscaping activities.

WORKING ENVIRONMENT:

Work is performed on building maintenance sites; exposure to variable weather conditions, caustic materials, and standing, walking, driving, operating maintenance/landscape/construction equipment and tools, and occasional lifting up to 100 pounds is involved.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D.; Must be continuing their education. Must be 18 years of age and have a valid Arizona Driver's License.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Principles and practices of building maintenance; regulations pertaining to the operation and maintenance of public buildings; Federal and State safety regulations and standards; processes for conducting building maintenance projects; equipment and tools used in the repair, maintenance and construction of buildings; safety precautions and practices relevant to the operation of maintenance/construction tools and equipment.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.