GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: FEBRUARY 3, 2016
CLOSING DATE: FEBRUARY 9, 2016

DEPARTMENT: **Board of Supervisors/District II**

POSITION: **Temporary Laborer**

LOCATION: **Globe**

JOB CODE: **16-009**

3 MONTH DURATION

HOURLY SALARY: **$8.25 PER HOUR**

NATURE OF WORK:
Performs a variety of work involving mechanical, electrical, carpentry, and plumbing related to remodeling, maintenance, and repair of County buildings, building equipment and systems; assures compliance with applicable state and local building and safety codes and standards.

DUTIES AND RESPONSIBILITIES:

- Performs building maintenance and minor remodeling tasks including electrical, plumbing, carpentry, drywall, plastering, masonry, roofing, insulation, and painting.
- Performs regular preventative maintenance on County buildings and grounds including painting, sealing, and lube/oil of mechanisms and machinery.
- Makes interior repairs that include installing and replacing locks, repairing faucets and toilets, clearing clogged drains and sewer lines.
- Makes exterior repairs including patching roofs/walls/ceilings, weatherproofing, repairing steps, concrete walkways, railing, and fences.
- Provides assistance to County departments regarding special projects including storing files, removing old equipment, and repairing items not assigned to Facilities Management.
- May assist with the preventative maintenance and repair of HVAC systems, electrical installations and plumbing systems.
- Assists with remodeling activities including major modifications of County buildings and structures.
- 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, hazardous chemicals, caustic materials, and electrical utilities; 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. or equivalent combination of education, training and experience. Must possess 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.