

JOB OPPORTUNITY

Guthrie County Facilities Manager's Office is seeking a full-time general repair/laborer. This is a full-time position with a varying work schedule ranging from 6:00 AM to 4:30 PM Monday through Friday as well as some after hours and weekend repairs . Duties will include:

- General janitorial tasks and floor care, window cleaning, mopping, floor waxing
- Lawn care, mowing and fertilizing lawn, weed trimming and spraying
- Snow removal and salt application on Courthouse sidewalks and parking lots
- General building maintenance and grounds repair including monitoring boilers and ac unit
- Keep updated SDS sheets on file and current cleaning supply inventory and chemical safety training procedures and documentation as well as assisting Facility Manager on various Courthouse site projects
- Fill in as needed at Guthrie County Transfer Station for general duties including mowing and weed trimming and spraying, general site clean- up and building maintenance including office cleaning, and assisting Facility Manager on various Transfer Station site projects.
- General cleaning , floor care, mowing and trimming and spraying, snow removal and salt application on parking lot and sidewalk at the Guthrie County Health Services Department, and assist Facility Manager on various Health Services site projects.
- Be able to attend educational training and boiler certification and CEU training per Facility Manager requirements
- Be able to help out other Departments as services and /or repairs are requested

Qualified candidates should have any combination of experience and training which demonstrates the knowledge and experience to perform the work as well as a HS Diploma or GED and have a valid driver's license. Candidates must be able to provide excellent customer service, work well with others, and work cooperatively with other Guthrie County offices and staff. Candidates must have the ability to operate modern office equipment and repair supplies, and tools including but not limited to motorized lawn and snow removal equipment as well as floor scrubbers, buffers, and vacuums. Candidates must be detailed oriented and able to accurately perform work orders in a timely fashion. Candidate must be able to lift objects up to 100 pounds and be able to perform general tasks and repair work orders at times without direct supervision.

Compensation will start at \$15.50/hr, dependent upon qualifications and education, as well as a benefit package available to all Guthrie County Employees. Applications will be available at the Auditor's Office or you may submit a cover letter with resume and references to the Guthrie County Auditor, 200 N. 5th Street, Guthrie Center, IA 50115 or to gcmaintenance@guthriecounty.org You may direct all questions regarding the position to the Facilities Manager, Brandon Thompson, at 641-747-3002 or email at gcmaintenance@guthriecounty.org. The deadline for submission is 23 March 2018 at 4:30 p.m. at the Guthrie County Auditor's Office. Guthrie County is an equal opportunity employer.