



## **Part-Time Maintenance Assistant**

### **Description:**

Under general supervision, perform a variety of semi-skilled tasks in the maintenance and repair of County buildings and grounds.

### **Examples of Work:**

- Perform basic maintenance on County buildings which includes electrical, plumbing, hvac, and carpentry.
- Perform outside maintenance on grounds which includes lawn care and snow removal.
- Unlock and lock County buildings per schedule
- Perform routine preventative maintenance on tools and equipment as assigned.
- Work with other departments within the buildings to complete requested work orders.
- May assist in other miscellaneous tasks that are assigned by the department supervisor.

### **Desired Qualifications:**

- Display honest, trustworthy, and ethical behavior when dealing with internal/external personnel.
- Regular attendance that is punctual and dependable.
- Utilization of proper safety precautions in all work performed.
- Work effectively in the absence of close supervision.
- Ability to operate a variety of vehicles, equipment, power tools, and hand tools.
- Ability to learn new skills along with helping others learn new skills.
- Understand and carry out oral and written directions.
- Ability to regularly lift 50lbs and occasionally lift 100lbs.

### **Other:**

- Employees must possess a valid driver's license.
- Candidates are subject to a background check.
- Wage will be based on experience (starting at \$16/hour).
- Benefits include (sick leave, vacation leave, 13 paid holidays, and retirement plan).
- Hours will generally fall between 6:30 am and 5:00 pm, with occasional exceptions.

Applications are available at [www.adamscounty.org](http://www.adamscounty.org) and can be mailed or emailed to the following addresses:

Adams County Maintenance

300 N Saint Joseph Ave Box #12

Hastings, NE 68901

OR

[biliff@adamscountyne.gov](mailto:biliff@adamscountyne.gov)