

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: FACILITIES MAINTENANCE ASSISTANT

Posting# 8002-1114jhm

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*

STARTING SALARY: \$13.78 per hour, \$1,102 Bi-weekly *plus benefits package*
Step increase available after completing probation and annually thereafter.

OPENING DATE: October 24, 2014 **CLOSING DATE:** November 7, 2014

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Under the general direction of the Maintenance Supervisor, coordinates the facility maintenance documentation required by U.S. Immigration and Customs Enforcement for the Utah County Security Center, and performs skilled and semi-skilled tasks in custodial care and maintenance activities of County facilities.

DUTIES INCLUDE: Organizes and maintains all facility maintenance documentation necessary for compliance with U.S. Immigration and Customs Enforcement (ICE) requirements for the Utah County Security Center (jail). Organizes, inventories, and monitors the status of tools and equipment used within and around the jail to ensure compliance with ICE requirements. Orders, inventories, and monitors the status of materials and supplies for janitorial services and maintenance activities. Performs monthly safety inspections around the jail, checking exit signs, fire risers, egress routes, etc. Compiles, files, and organizes maintenance-related MSDS sheets throughout the jail. Assists with general building maintenance activities. Coordinates assignments with other maintenance personnel. Performs cleaning, care, and maintenance of floor surfaces. Cleans restrooms, windows, walls, offices, furniture, and other building areas as needed. Transports equipment and materials between job sites.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of standard office and record keeping practices and skill in operating standard office equipment, custodial and facility maintenance principles, practices, and safety procedures, body fluid and bio-hazard cleanup procedures.

Skill in proper grammar, spelling, and punctuation, and in reading, writing, and basic math. Skill in data entry, word processing, and basic spreadsheets.

Ability to maintain cooperative working relationships with those contacted during the course of work activities, communicate effectively verbally and in writing, and understand and follow written and oral instructions.

REQUIREMENTS FOR EMPLOYMENT: High school diploma or equivalent and two (2) years of custodial or facility maintenance work experience in an industrial or public sector setting. Verification of skills in data entry, word processing, and basic spreadsheets may be required. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSURE/CERTIFICATIONS: Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Selected applicants may be required to successfully complete training in the cleanup of bio-hazards during the probationary period for new hires or during the trial period for promoted County employees.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

