

JOB ANNOUNCEMENT

Utah County Public Works Department
2855 South State Street, Provo, UT 84606
Phone: (801)851-8600 Fax: (801)851-8612

Position: MAINTENANCE ASSISTANT (TIME LIMITED – NON BENEFITTED)
Wage: \$14.00 - \$18.00 per hour, based upon experience and education
Hours: Mon – Fri, 8:00 AM – 5:00 PM, may require working evenings, weekends, and holidays
Application Deadline: Open until filled

Job Summary:

- Performs a wide variety of semi-skilled and skilled maintenance, construction, and repair work in Utah County physical facilities.
- Works under the direction of the Buildings & Grounds division of the Public Works Department.

Duties and Essential Functions:

- Performs general building maintenance activities including, but not limited to, replacing lamps, changing air filters, and assisting Maintenance Specialists with other maintenance tasks.
- Assists with office and furniture moves.
- Assists with construction and remodeling projects.
- Assists with installing, maintaining, and repairing furniture.
- Assists with maintaining plumbing equipment and fixtures.
- Works irregular hours, including nights, weekends, and holidays, when assigned to support operation and maintenance of physical facilities.
- Coordinates assignments with other maintenance personnel.

Requirements, Working Conditions and Physical Demands:

- Must have a high school diploma or equivalent and must possess a current valid driver's license and obtain a valid State of Utah Driver's License within 60 days of employment.
- Must have a minimum of 6 months experience with building maintenance tasks.
- Must have knowledge of basic physical facility maintenance.
- Must be skilled in interpersonal communications to coordinate jobs and report completed work, follow verbal and written instructions, and ask job-related questions.
- Must be skilled in basic reading, writing, and math.
- Must have the ability to use various hand and power tools.
- This job usually operates in a professional office environment, but regularly performs work for sustained periods outdoors and occasionally in hot, cold, or inclement weather.
- The employee regularly: ascends or descends ladders, ramps, and poles etc.; lifts or otherwise moves objects weighing up to 50 pounds; walks, stands, or crouches on narrow, wet, or slippery surfaces; drives a motor vehicle.
- This position exposes incumbents to conditions such as noise, fumes, noxious odors, dust, mists, gases, poor ventilation and to possibly bodily injury from moving mechanical parts of equipment, tools and machinery.
- This position requires the use of protective devices such as masks, goggles, gloves etc.
- In addition to regular and evening hours, this position may require working on weekends and holidays.

Application Process

Individuals interested in the position must submit an official Utah County Employment Application to:
Utah County Public Works Department
Attn: Don Nay
2855 South State Street
Provo, Utah 84606

Fax: (801)851-8612

Applications are available online at: <http://www.utahcounty.gov/dept/pers>