

Maintenance Tech 1

The Warren County Maintenance Team is seeking a highly-motivated, reliable, individual to perform the full-time duties of Maintenance Tech 1. Desired qualifications include strong written and verbal communication skills, proficient computer skills (Word, Excel), basic knowledge of routine maintenance, and the ability to work in a team setting. Qualified applicants may submit resume by December 8, 2023 to Warren County Attorney; 115 N. Howard St., Ste 200, Indianola 50125 or to Jamie Morawski at jamiem@warrencountyia.org.

Position Summary

The Maintenance Worker performs the following tasks: maintenance and repair of the County owned facilities, housekeeping, grounds maintenance and other custodial functions.

Position Responsibilities

- Maintain buildings and facilities according to established governmental codes, standards, and procedures
- Maintain County owned equipment to ensure it functions properly (tools, lift, vehicle)
- Routinely inspect facility systems to ensure they are functioning properly (HVAC, security systems, plumbing, etc.)
- Submit maintenance tickets and subsequent follow-up via eMaint
- Assist with tracking and organizing inventory
- Maintain door security (lock and unlock doors as needed for special after-hours meetings)
- Ensure County grounds are well kept (pick up trash, weeds pulled, sidewalks clear, etc.)
- All other duties as assigned

Knowledge, Skills and Abilities

- Must possess a high school diploma or GED
- Three years of skill trade experience (preferred)
- Valid Iowa driver's license
- Ability to organize and manage multiple priorities
- Ability to exercise independent judgment
- Strong customer service skills
- Excellent interpersonal and communication skills
- Ability to communicate with various levels of customers (other employees, Department Heads, Board of Supervisors, contractors, etc.)
- Must be a positive representative of the Maintenance Department and Warren County
- A strong team player and demonstrate a commitment to the ideas and values of Warren County

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing duties of this job, the employee is required to sit and/or stand for long periods of time. Must have the ability to lift, pull, push, and/or move up to 50 pounds.

Work environment: The noise level in the work environment can at times be moderate to loud. The employee is frequently exposed to outside weather conditions.