

CARBON COUNTY JOB ANNOUNCEMENT

POSITION: Building Maintenance Coordinator (FT 40 hr/wk)

SALARY: Base wage is \$23.76/hr; increase considered DOE

SUMMARY: Care for County Buildings and grounds by performing minor repairs and maintenance, landscaping and mowing, snow removal, cleaning and maintaining the boilers and furnaces. Oversee and direct other building staff. Check-in/out renters of the fairgrounds and facilities. Communicate maintenance needed to fairground facilities to the Carbon County Fair Board.

ESSENTIAL FUNCTIONS:

- Coordinate with Commissioners for major repairs - solicit quotes, interface with contractors, review work completed
- Coordinate with Contractors for minor repairs to generators, HVAC systems, plumbing, buildings, grounds, etc.
- Light painting and minor repairs (plumbing, electrical, lighting, locks, hinges, etc.)
- Oversee and assist with cleaning of County facilities - vacuum, sweep, mop, clean restrooms, wax floors, dust, wash windows, clean kitchen equipment, refuse management, litter control, fair grounds manure control, etc.
- Maintain arena fencing and repair corrals/stalls
- Empty trash and cigarette receptacles
- Operate and maintain snow removal and lawncare equipment
- Oversee and assist in maintenance of the landscaping and sprinkler systems
- Inspect and maintain furnaces and boilers, oil motors and pumps, check gauges and relief valves, inspect belts and motors, and change filters
- Coordinate non-routine repairs at the fairgrounds with the Fair Board Chair
- Coordinate with renters/event organizers using fairground facilities
- Oversee community corrections participants in coordination with Sheriff's Office

KNOWLEDGE AND SKILLS:

- Must have passed the boiler's test and carry a current low-pressure boiler's license or have ability to do the same within one (1) year of hire
- General knowledge of cleaning and cleaning chemicals
- General knowledge of lawn-care and snow removal
- Must be able to operate lawn mowers, gas trimmers, snow blowers, vacuum cleaners, floor polishers, snow removal equipment, and other similar maintenance equipment
- Must be able to change locks, water pump couplers, and lighting ballasts
- General knowledge of plumbing and electrical systems
- Ability to work well with the public and co-workers
- Must have a valid Drivers' license

SCHEDULE: Tuesday-Friday, 7:00am-5:30pm (1/2-hour lunch); varies based on Department needs, weather, and rental commitments

APPLY: Application and full job description available on the Carbon County website at <http://co.carbon.mt.us/employment/> or at Human Resources (17 11th Street W, Red Lodge, MT). First review of applications will be of those received by Thursday, February 1, 2024, by 5:00pm MST. Position will remain open until filled.

Employment is contingent on successful completion of a background check and pre-employment drug screening. Qualified applicants will remain in a hiring pool for a maximum of 12 months.

Carbon County is an equal opportunity employer. All applicants will be considered for employment on the basis of merit and qualifications without regard to race, color, religion, creed, political ideas, sex, sexual orientation, gender identity, age, marital status, national origin, or physical or mental disability. Please note in your application if you are claiming a Veterans preference under 39-29-103 MCA or a preference for disability status under 39-30-102 MCA.

Scott Miller
Presiding Officer, Carbon County Commissioners

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