

Open Position

Woodford County Maintenance Specialist

The Woodford County Fiscal Court is currently accepting applications for the position of Woodford County Maintenance Specialist. Under the supervision of the County Maintenance Supervisor, this position is responsible for operation, service and repair of tools and equipment used by the maintenance department. Responsible for facilities maintenance with other duties as assigned

The successful applicant must have a high school diploma/GED and a minimum of two years maintenance experience. Mechanical, electrical, pneumatics/hydraulics, electronics, facilities maintenance and welding experience preferred.

A more detailed job description and application can be obtained online at <https://woodfordcounty.ky.gov> or Woodford County Human Resources Manager, 103 South Main Street, Room 203, Versailles, KY 40383.

**Email applications can be submitted to
tption@woodfordcountyky.gov
Applications will be accepted through
Monday, July 8, 2024 at 4:00 p.m.**

Woodford County is an Equal Opportunity Employer

Job Description: Maintenance Specialist

Department: Maintenance

Position Summary: The employee will operate, service and repair tools and equipment used by the maintenance department and perform facilities maintenance as needed with other duties as assigned. Will work under the supervision of the Maintenance Supervisor.

Essential Duties and Responsibilities include the following:

Repairs, maintains, replaces installs and tests variety of equipment that may include the following systems: electrical/electronic systems, circuits and equipment, mechanical systems, pneumatics/hydraulic systems. Inspects equipment and troubleshoots malfunctions. Perform other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Ability to read and work from blueprints, drawings, sketches and layouts.
- Working knowledge of techniques, materials, tools and equipment.
- Ability to read and comprehend instructions.
- Strong verbal and written skills
- Ability to work with all units of measure,
- Organize work and meet deadlines.
- Work with machinery and moving parts
- Work with moving vehicles, ladders, scaffolding and be able to work at heights
- Work overtime and /or move between shifts for training and/or backup support, as needed
- Ability to use computer, utilizing maintenance software and Microsoft Office programs.

The requirements listed are representative of the knowledge, skill and ability to perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma/GED and two years maintenance experience. Experience in the following fields is preferred: Mechanical, electrical, pneumatics/hydraulics, electronics, facility maintenance and welding.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts. The employee is occasionally exposed to dust and toxic or caustic chemicals and outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands 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.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to climb or balance. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds.