

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
CENTRAL PERSONNEL

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following positions. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, contact the Personnel Department, 7th Floor, Room 705, of the Santa Fe Building, 900 S. Polk. The decision to interview an applicant is made at the sole discretion of the department head or elected official in whose department the opening exists. The following requirement and qualifications are necessary to apply for the position:

JOB TITLE

TECHNICIAN I

JOB REQUIREMENTS: Knowledge and two (2) years experience in commercial building repairs, HVAC, boiler operation, maintenance, and preventive maintenance, full construction knowledge helpful.

JOB DESCRIPTION: Perform duties pertaining to commercial building repairs, HVAC, boiler operation, preventive maintenance and construction, etc.
Six (6) months introductory period of employment.
APPROVED PERSONAL HAND TOOLS REQUIRED.

JOB DUTIES: Perform work duties in job preparations, electrical, plumbing, preventive maintenance, construction, and HVAC. Computer knowledge required. Make proper decisions and evaluate work to be performed. Establish & maintain safety welfare of all county facilities, but not limited to, ect..

EQUIPMENT USED: All power tools, hand tools, plumbing-sewer machine, extension ladder, scaffold, conventional spray equipment, electrical, HVAC, etc, but not limited to.

REQUIRED: VALID TEXAS DRIVERS LICENSE – In good standing, driving record will be verified.
High School Education Required.

WORK HOURS: 7:30 AM TO 4:00 PM, MONDAY - FRIDAY OR
7:00 AM TO 3:30 PM, MONDAY - FRIDAY
Emergency after hour response, on call duty, and open early duty.

OFF DUTY HOURS: Mandatory On-call schedule required (weekends & holidays), emergency response required.

PHYSICAL ACTIVITIES REQUIRED: Including but not limited to: Bending, Carrying, Cleaning, Crouching, Climbing, Cutting, Kneeling, Lifting 40 lbs. and over, Digging, Drilling, Handling, Arm and Leg movements
Hearing, Holding, Repairing, Reading, Installing, Sitting, Walking, Squatting, Turning, Unloading, Stopping, Climbing, Crawling, Standing, Driving, Continuous Arm movements.

STARTING SALARY: \$46,701.85 Annually DOE

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

A BACKGROUND INVESTIGATION, INCLUDING A REVIEW OF CRIMINAL HISTORY INFORMATION, MAY BE CONDUCTED AS ALLOWED BY LAW

“POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OF THE PROVISIONS OF SERVICES

**CRIMINAL JUSTICE INFORMATION SERVICE (CJIS)
CRIMINAL BACKGROUND CHECK**

All candidates selected for potential employment must undergo and pass a criminal justice information service (CJIS) criminal background check. Should an offer of employment be extended, a CJIS criminal background passing status must be maintained for the duration of employment with Potter County Facilities. All offers of employment are contingent upon the results of the CJIS criminal background check. Failure to maintain a passing CJIS criminal background will result in the termination of Potter County Facilities employees.