

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
CENTRAL PERSONNEL

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter is in need of a qualified individual to fill the following position. Applicants may be interviewed only if they meet the necessary requirements and qualifications for the following:

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, painting and wall repairs, 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

APPLICATIONS CAN BE FOUND AT www.co.potter.tx.us

Applications and resumes may be submitted to Potter County Human Resources Department at
Human-resources@co.potter.tx.us

Or They may be mailed or Delivered in Person to 900 S. Polk, Ste 705, Amarillo, TX 79101

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.