

**MENOMINEE COUNTY/TOWN OF MENOMINEE  
POSITION DESCRIPTION**

<b>Position Title:</b> Maintenance Technician	<b>Department:</b> Maintenance	<b>Division/Section:</b> N/A
<b>Classification:</b> Non-exempt; hourly	<b>Wage:</b> \$17.82 per hour	<b>Supervisor:</b> Maintenance Director
<b>Supervision Exercised:</b> None	<b>Re-Posting Date:</b> May 7, 2024	<b>Deadline Date to Apply:</b> May 14, 2024
<b>Position Summary:</b> This position is responsible for the maintenance and general upkeep of all County/Town owned facilities and the general safety of facility occupants. Also responsible for assisting the Maintenance Supervisor as needed.		

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs grass cutting, snow and ice removal, and general groundskeeping activities.
- Repairs machines, equipment, or structures using tools, such as hammers, saws, drills, wrenches, and handheld power tools.
- Performs routine maintenance on HVAC systems, troubleshoots faults on HVAC systems, and performs basic repairs.
- Maintains parts inventory (e.g., belts, filters, etc.) and cleaning supply inventory (e.g., cleaning agents, brooms, mop heads, etc.) for custodians.
- Inspects, maintains, and performs minor repairs on electrical, plumbing, drywall, small field tools (e.g., lawn mowers, weed whackers) and department vehicles; periodically paints or stains walls and structures as needed.
- Occasionally moves or rearranges office equipment and furniture, and hauls furniture and equipment to or from the maintenance garage or other storage areas.
- Assumes responsibility for the safety and security of personnel within County/Town facilities; makes him/herself available for security checks; and periodically responds to after-hours/weekend calls.
- Occasionally meets with outside vendors and sales representatives, and assists contractors retained by the County.
- Performs custodial duties in the absence of the custodians.
- Contributes to the team effort by performing related duties as necessary or as assigned by the immediate supervisor.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalency.
- One or more years of relevant and documented experience performing substantially similar duties.
- Possession of a valid Wisconsin Driver's license, access to an insured vehicle, and ability to provide continual verification of meeting such requirement.
- Must possess and maintain a home/personal telephone.
- Must submit to and pass a thorough criminal background check.
- Must submit to and pass a pre-employee drug test.

A person not meeting any one of the minimum qualifications listed above will not be considered for an interview.

**NECESSARY KNOWLEDGE/SKILLS/ABILITIES:**

- **Mechanical.** General knowledgeable in the operation of boiler systems and able to troubleshoot and perform basic repairs. Knowledge of digital controls and computer controls for HVAC operation software. Must have the ability to operate a variety of equipment and machines used in general maintenance activities such as power tools, lawn mowers, weed trimmers, snowplows, power saws, etc.
- **Physical Demands:** Ability to lift up to 50 pounds, stand, bend, sit, kneel, reach, crawling, climb and work at various heights. Must be able to work in changing weather situations such as sunshine, rain and snow storms. Must be able to see color from near and far. Must be able to hear.
- **Working Conditions:** Must be able to work in changing weather conditions. Must be able to work in variety of inside conditions as in dust, hot, cold, wet, etc. Must be able to maintain confidentiality.
- **Other:** This position description is an illustration of the duties and responsibilities of this position and is not intended to be all-inclusive. Management reserves the right to add or remove duties and to assign other duties as necessary. This job description does not constitute a contract for employment.

**BENEFITS:** To see a summary of Menominee County's benefits, visit Menominee County's website at [www.co.menominee.wi.us](http://www.co.menominee.wi.us) and click on the "Career Opportunities" tab appearing in the left margin of the home page.

**APPLICATION PROCESS:**

A complete application includes:

- Menominee County Employment Application (available in the Administrative Coordinator Assistant's Office or online at [www.co.menominee.wi.us](http://www.co.menominee.wi.us) under the "Career Opportunities" tab appearing in the left margin of the home page);
- Copy of high school diploma or equivalency; and
- Copy of valid Wisconsin Driver's license.

Applications that are incomplete or do not include the information described above will be screened out and will not proceed to the interview stage. Applicants selected for an interview will be required to provide a presentation at the time of interview.

Please submit all required information in person to the Administrative Coordinator Assistant's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed to:

Menominee County Courthouse  
Attn: Human Resources  
P.O. Box 279  
Keshena, WI 54135

Please call 715-799-3024 if you have any questions or need assistance.

*Menominee County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.*