

## Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Maintenance Department to fill one or more vacancies in the following job classification.

Job Classification: Maintenance Worker  
Location: LaSalle County Gov't Complex  
  
Department: LaSalle County Maintenance Department  
707 E Etna Rd.  
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: work hours vary between 6:00am to 4:00pm

Wage: \$19.75 per hour

Position is: Union

See *Job Description* for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by completing the County application and returning it to:

Submit via USPS mail to address below or email to: [bkaminski@lasallecounty.org](mailto:bkaminski@lasallecounty.org)

LaSalle County Maintenance Department  
Attn: Bob Kaminski  
707 E Etna Rd  
Ottawa, IL 61350

# LaSalle County

## Job Description



**Job title:** Maintenance Technician

**Work Location:** Gov't Complex, Downtown Courthouse, Nursing Home

**Division/Department:** Building Maintenance

**Reports to:** Assistant Superintendent and Superintendent of Maintenance

**Employment Classifications:**

Full-time    Part-time  
 Exempt    Nonexempt  
 Salaried    Hourly  
 Bargaining Unit

**Salary Grade:** \_\_\_\_\_

**Current Employee holding position is:**  
\_\_\_\_\_

**Essential Duties and Responsibilities:**

**Performs work tasks directly related to the maintenance, operation, and repair of County buildings and equipment.**

- Equipment includes, but not limited to the following: boilers (both steam and hot water), chillers, pumps, electrical, plumbing, telephone, air conditioning/refrigeration.
- Performs ground maintenance duties as assigned.
- Assists with preventive maintenance tasks on buildings and equipment as required.
- Participates in facility projects as assigned.
- Assists in the containment of biohazard exposure situations in County facilities; notifies Assistant Superintendent of situation to determine level of containment.
- May be called out for emergency repair to buildings or for equipment.
- Perform related duties as assigned by supervisor.
- Maintain compliance with all company policies and procedures
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual

**Education and/or Work Experience Requirements:**

- Two to three years practical experience in maintenance, mechanical, grounds or other related environments, preferred.
- High School Diploma required.
- Valid IL Driver's license required
- Exposure to maintenance equipment such as boilers, chillers, pumps, air conditioning/refrigeration preferred.
- Must be able to trouble shoot problems when working with a variety of different types of machinery and equipment.
- Capable of assessing a situation, determining necessary steps to fix a problem and having the ability to use appropriate instruction manuals, blue prints and tools to complete the task.
- Flexibility to environmental elements, as the position requires indoor and outdoor work.
- Capability and understanding that work requires physical exertion.
- Ability to follow direction and work independently.
- Team player with willingness to support departmental success.

**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.*

This position requires sitting (1-2 hrs), standing/walking (5-8 hrs) and may experience frequent balancing, stooping, crouching, bending, pushing, pulling, twisting, squatting, and climbing; repetitive motion using wrists, hands and/or fingers in reaching and grasping movements.

**Defined Medium Work** - Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Visual acuity needed to determine the accuracy, neatness and thoroughness of the work assigned or to make general observations of facilities and/or structures.

**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.*

The worker is subject to both environmental conditions, protection from weather conditions, not necessarily temperature conditions; activities occur inside and outside. This position may be subject to hazards such as moving mechanical parts, atmospheric conditions (odors), working in close quarters that could cause claustrophobia and exposure to chemicals. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

**LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.**

**This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.**

**I have read, reviewed and agree that this job description accurately reflects the position.**

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor signature:**

**Date:**