

## 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 Title: Maintenance Technician Apprentice

Department: LaSalle County Maintenance Department  
707 E Etna Rd.  
Ottawa, IL 61350

Work Week: Monday through Friday

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

Wage: \$21.75 per hour

Position is: Fulltime, Bargaining Unit, Employee Benefits Package

Benefits: <https://lasallecountyil.gov/213/LaSalle-County-Benefits>

**Online employment application** available below job listings on Employment Page.  
or

**Submit via USPS mail:**

LaSalle County Maintenance Department  
Attn: Wesley Linton  
707 E Etna Rd  
Ottawa, IL 61350

# LaSalle County

## Job Description



**Job title:** Maintenance Technician Apprentice

**Work Location:** Government Complex

**Division/Department:** Maintenance Dept

**Reports to:** Maintenance Director/Assistant Director

**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 and operation of County buildings.**

- Keep assigned building(s) clean and maintained as follows:
  - Cleanup of unexpected incidents that may need vacuum/mop of floor surfaces in offices, corridors, entrances, stairwells when necessary
  - Clean all offices and corridor ceiling light fixtures and vents as directed
- Respond to biohazard cleanup situations within assigned area; adhere to biohazard cleanup procedures
- Complete Maintenance Work Orders that do not require certification level expertise.
- Job shadow Maintenance Technicians on projects to gain knowledge, skill and ability toward certification in a specialty area: Plumbing, Electrical and/or HVAC.
- Report repairs needed and any damage of property in assigned area to Maintenance Supervisor for prompt attention.
- Perform ground maintenance duties as assigned.
- Snow removal and salt application when needed on County property in assigned areas.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual.
- Perform other duties as assigned by supervisor.

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

- High School Diploma or GED required.
- Valid IL Driver's license required
- Two to three years practical experience in maintenance, mechanical, grounds or other related environments, preferred
- Custodial, janitorial or maintenance experience in a school, business building or hospital setting preferred
- Experience with basic maintenance equipment/tools such as basic hand tools, ladders, cleaning products/equipment, etc.
- Flexibility to environmental elements, as the position may require 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.
- Must be in position a minimum of 1 year before requesting to complete a course/certification in a specialty area.

**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 standing/walking (8 hrs) and may experience frequent bending, lifting, pushing, pulling, fingering, grasping, twisting, squatting, climbing, and reaching 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.

**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:**