

ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.

POSITION VACANCY ANNOUNCEMENT

POSTING DATE: 05/11/2017 IN-HOUSE: X
DEADLINE FOR APPLICATIONS: 05/21/2017 OUTSIDE: X
POSITION: Maintenance Worker CLASSIFICATION: Temporary FT – PRIMARY WORKSITE:* 125 Virginia Avenue
Not To Exceed Four (4) Month
PROGRAM: Administration
SALARY: Hourly: \$8.75 Annually: \$

* Subject to change based on program needs.

GENERAL SCOPE:

Under the direction of the Facilities Manager and in accordance with HRDC's Policies and program guidelines, the Maintenance Worker will be responsible for the general maintenance and janitorial up-keep of all agency properties.

QUALIFICATIONS:

- High School Diploma or its equivalent plus one year of experience paralleling the major duties of the job.
- Must possess physical abilities necessary to perform all duties as outlined.
- Experience in industrial or commercial cleaning preferred.
- Experience in general maintenance such as carpentry, painting, plumbing, etc., and use of applicable tools preferred.
- Possess basic oral and written and communication skills, including ability to read and write legibly.
- Must be 21 years of age.
- Must be able to successfully complete all Agency required pre-hire screenings (i.e. Criminal Background Screen, Physical, Drug Test, Clean Driving Record, etc.).
- Must be neat and groomed at all times.
- Must possess excellent time management skills.

WORKING CONDITIONS:

This is a temporary, Union eligible position, with a half-hour unpaid lunch period. General work hours will cover 7 AM to 4:30 PM not to exceed eight (8) hours. Work schedule may be altered depending on facility/location needs. Must have the flexibility to work overtime and travel when operations require.

NOTICE: All applicants must submit an HRDC Employment Application, HRDC applicants who are union employees and applying for another union position must also submit copies of their two most recent performance evaluations.

SUBMIT APPLICATIONS TO:

HRDC Personnel Office
125 Virginia Avenue
Cumberland, MD 21502

HRDC - AN EQUAL OPPORTUNITY EMPLOYER