



Employment Opportunity

Kittitas County, Washington

POSTED: 2/3/2021

CLOSES: Open Until Filled

MAINTENANCE TECHNICIAN I

The current vacancy at the Kittitas Valley Event Center is a full-time, benefited, union (Local 792 CH), non-exempt position expected to begin as soon as possible. The Maintenance Technician I is responsible for interior and exterior upkeep and preventative maintenance of the Kittitas Valley Event Center. Anyone who meets the qualifications stated below may apply. This position is considered open until filled. Candidates should apply by 2/12/2021 for optimal consideration.

SALARY RANGE: \$3,410- \$3,887 per month.

ESSENTIAL FUNCTIONS

Janitorial services - including public spaces and individual offices

- Clean, sanitize, and stock bathrooms.
- Empty trash and recycling.
- Mop, sweep, vacuum, shampoo, strip and wax floors.
- Wash windows, fixtures, countertops, walls and other surfaces.
- Control dust and cobwebs.
- Lock doors, turn off lights and promote a safe and secure environment.
- Light maintenance including spot cleaning, touch-ups, painting, patching, and minor repairs.
- Respond to requests in a timely and professional manner.

Grounds maintenance

- Mowing, edging, aeration, irrigating, trimming, seeding and chemical application.
- Ensure proper irrigation practices including repair or installation of irrigation equipment.
- Maintain healthy and presentable landscape.
- Provide snow removal at KVEC.
- Pick up trash and maintain walkways, parking lots, and common areas.
- Clean windows.
- Perform minor service and repair of equipment.

General and preventive maintenance

- Install or repair office structures, furniture, and equipment.
- Routine inspections and preventive maintenance of equipment and facilities, interior and exterior.
- Perform simple maintenance on mechanical systems and upgrades to minor plumbing and electrical, such as snaking drains, changing light fixtures, etc. Make daily adjustments on systems as needed.
- Make recommendations to increase efficiency and energy savings.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5th Ave Suite 107 • Ellensburg, WA 98926
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Assist with Event Set-up and Take-down

- Set-up tables, chairs and specialty equipment (i.e. A/V) per client requirements when additional help is needed.
- Prepare event facilities by adjusting heating/cooling, turning lights on/off, and locking/unlocking doors.
- Install or move portable livestock equipment, including corral panels and gates, equine stalls, tents, etc.
- Secure property after event completion (during regular work hours or as assigned).
- Ensure grounds are properly cleaned and litter free.
- Report any event-related damage to the KVEC Director as soon as possible.

OTHER FUNCTIONS

- Assist with special projects, such as construction, remodels, etc.

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.

MINIMUM QUALIFICATIONS

- High School diploma or GED.
- Two (2) years of experience performing janitorial, grounds, and general maintenance duties.
- Valid WA State Driver's License.
- A criminal history background check will be performed, to include fingerprinting, on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Safely utilize all of the tools and equipment required to perform the essential functions of the position.
- Operate a computer including use of email and other programs, and possess the ability to learn new technology quickly.
- Perform work independently, and possess the desire to do a good job.
- Interact with County personnel in a professional manner without excessive disruption to their work environment.
- Communicate in a clear, concise manner (verbal and written).
- Follow verbal and/or written directions and comply with policies and regulations.
- Prioritize work and respond to emergency and/or competing requests in a calm, professional manner.
- Utilize creative problem-solving skills, good judgment, and know when to ask for assistance and/or report concerns to your supervisor.

SPECIAL REQUIREMENTS

- KCSO Inmate Worker Training prior to working with KCSO inmate workers
- Bloodborne Pathogens Training
- First Aid Certification
- Maintenance employees who do not already have the Hepatitis B Vaccination will have the option to

undergo the series through the Public Health Department at no cost to the employee. Employees who do not wish to be vaccinated against Hepatitis B must complete and sign a waiver stating they received the County's offer of vaccination against Hepatitis B and they declined the offer.

WORKING CONDITIONS

Work is performed in a variety of indoor facilities and outdoor environments. Exposure to inclement weather, including temperature extremes and windy/dusty conditions, will occur. There is regular exposure to livestock as well as the following hazardous or corrosive chemicals: fertilizers, soil additives, automotive chemicals, fuels and lubricating oils, paints, primers and solvents, cleaning and sanitation chemicals, airborne environmental dust and wood dust.

This position is very active and requires frequent to constant standing, walking, bending, kneeling, stooping, twisting, crouching, crawling, climbing, sitting, reaching, grasping, and use of foot controls. The employee must be able to lift up to 60 pounds and occasionally more with assistance and must have the ability to communicate clearly in person and over the phone.

This employee may be assigned to supervise and direct work of inmate and juvenile work crews.

Safety policies and procedures must be adhered to at all times, including but not limited to required PPE and proper lifting/carrying techniques. Regular use of motor vehicles is required; must be able to safely operate a variety of motor vehicle and equipment in varied weather conditions and all levels of daylight. Periodic travel may be necessary to attend training or meetings.

KVEC facilities may be reserved 365 days per year. The work schedule is forty (40) hours per week but the weekly schedule may be Monday – Friday, Sunday – Thursday, or Tuesday – Saturday. Occasional variation may be required based on business need. In preparation for the annual Kittitas County Fair and Ellensburg Rodeo, vacation requests are not allowed August 10 through September 10 and employees need to be able to work extended shifts, weekends, and Labor Day. Regular attendance and punctuality are required throughout the year.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three (3) professional references and three (3) personal references