



## PULASKI COUNTY

invites applications from current County Employees and the  
General Public for the position of:

# BUILDING MAINTENANCE MECHANIC I

**Department:** General Services  
**Starting Salary Range:** \$26,193 – 30,329  
**Position Number:** 18  
**FLSA Status:** Non-Exempt position, eligible for overtime  
**Safety Sensitive Designation:** This position is not designated as safety sensitive and is not subject to random drug and alcohol screening.  
**Opening Date:** 4/06/21      **Closing Date:** 4/12/21 at 5:00 PM

### JOB SUMMARY:

To assist with building and ground maintenance, building security, interoffice mail delivery and custodial duties to maintain the functionality, security, and cleanliness of County buildings and grounds.

### ESSENTIAL JOB FUNCTIONS:

- Completes building maintenance repairs generated through written work orders and oral request by the director, supervisor and building tenants.
- Assists in repairing the parking lot gate, lights, light fixtures, locks, doors, doorknobs, etc.
- Assists in repairing plumbing fixtures by unstopping and/or replacing drains and pipes, changing vacuums, etc; drills through floors to repair underground pipes.
- Assists in paint stripping, painting, installation of tile and carpet, and general carpentry work as directed.
- Assists in the maintenance of lawn equipment by repairing or replacing spark plugs and points, and changing filters and oil.
- Assists the Landscape Technician with watering the grass and flowerbeds, mowing, pruning, planting, etc.
- Assists with basic maintenance of air units by replacing fan belts, filters, adjusting thermostats, etc.
- Maintains the grounds around the buildings by picking up litter.
- Cleans and washes windows within County buildings.
- Moves furniture and equipment as directed.
- Cleans and disinfects bathrooms; maintains with proper supplies when requested.
- Picks up or delivers supplies as needed.
- Serves as courier picking up and delivering mail to Pulaski County Departments and other designated stops within Pulaski County.
- Ensures confidentiality and security of mail while in possession of it.
- Ensures mail is properly addressed when it is picked up.
- Sorts mail according to established route; may deviate from established route when directed.
- Operates a vehicle safely in heavy traffic including starts, stops, and parking; observes all traffic regulations.

### SECONDARY DUTIES AND RESPONSIBILITIES:

- Assists with maintaining the Garden Center throughout the growing season and with preparation for the next year.
- Patrols hallways, stairwells and offices to ensure security and safety of Pulaski County buildings and grounds.

- Monitors parking lots to ensure compliance with parking regulations; reports illegally parked cars to authorized persons.
- Ensures all authorized personnel sign in and out during night and weekend hours; answers the security telephone and takes messages as needed.
- Conducts hourly patrols to detect trespassers, fires, water leaks and malfunctioning mechanical equipment or any other danger of loss or damage to County property; ensures that lights are on or off as required and that entrances or exits are properly locked.
- Reports all suspected disturbances that require assistance in handling to authorized persons; maintains activity log detailing any occurrences and prepares reports as necessary.
- Cleans and washes walls and base boards.
- Sweeps, mops, waxes, and buffs floors.
- Performs other related duties as assigned.

**PERSONNEL SUPERVISED:** None

**PHYSICAL REQUIREMENTS:**

- Ability to hear and speak sufficiently to communicate information in person and by telephone.
- Visual acuity needed for building inspection, equipment operation, tool usage, motor vehicle operation, and identification of mail recipients.
- Digital dexterity necessary for equipment operation, tool usage, writing, and locking and unlocking doors.
- Ability to walk, climb, stoop, kneel, crouch or bend.
- Ability to climb ladders.
- Ability to lift and carry loads up to 50 pounds and move loads up to 150 pounds with assistance.
- Ability to travel to various County offices.

**WORKING CONDITIONS:**

Work is performed at various County locations; duties may be performed indoors and outdoors.

**MINIMUM QUALIFICATIONS:**

Completion of high school or GED equivalency including vocational training in building construction or maintenance; some experience performing manual labor, building maintenance, building security, custodial work or related duties; or any equivalent combination of experience and training which provides the required skills, knowledge and abilities.

**ADDITIONAL REQUIREMENTS:**

Must possess or be able to obtain within 30 days a valid Arkansas Driver’s license.

Must be able to work variable shifts.

Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check, traffic offense check and a pre-employment job related physical examination by appropriate licensed agencies.

**PREFERENCES:**

None

***Please Note:** Applications will not be accepted after the close date. A selection will not be made until the close date and the selecting official has received all applications.*

**April 6, 2021**

**100-21**

**APPLICATION REQUIREMENTS:**

Applications must be filed online at [www.pulaskicounty.net](http://www.pulaskicounty.net).

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to [humanresources@pulaskicounty.net](mailto:humanresources@pulaskicounty.net) or call (501) 340-6110.

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