

Assistant Facilities Director

The purpose of this position is to provide assistance to the Director as well as designing, specifying, supervising and performing required maintenance and construction. This is a working position as well as providing supervision to maintenance and janitorial staff.

Knowledge and Education

- Knowledge of the methods, practices, materials, and tools used in HVAC systems and the ability to perform electrical, plumbing, construction, mechanical, paint, concrete and carpentry repairs, general building and grounds maintenance, and janitorial procedures
- Ability to read and comprehend blueprints and schematics as well as interpret and convey problem solving ideas
- High School Diploma or equivalent; and a minimum of an associate's degree in construction trades and/or management fields or acceptable combination of relative experience
- Five years' experience in building maintenance or two allied trades, two years of which should be at a supervisory level
- Or an equivalent combination of acceptable training and experience.

The pay range is \$13.17 to \$14.46 per hour. Benefits include health care, vision, paid time off and retirement.

Interested candidates should provide a cover letter and resume to:

Melissa Miller, HR Director
Indiana County Courthouse, 2nd Floor
825 Philadelphia St.
Indiana, PA 15701

mmiller@indianacountypa.gov

Posted November 19, 2019 to December 6, 2019