

ELECTED OFFICIALS

MICKEY PENDERGRASS
County Judge

CANDA REESE
County and Circuit Clerk

JOHN MONTGOMERY
Sheriff

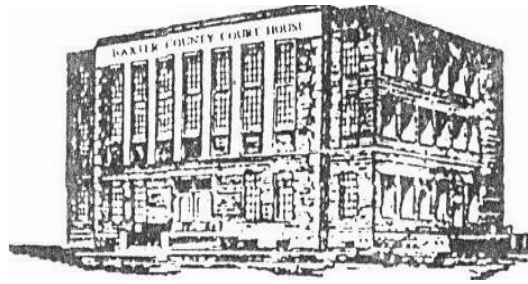
TERESA SMITH
Collector

JENAY MIZE
Treasurer

JAYME NICHOLSON
Assessor

CHARLES L. SLATER, JR.
County Surveyor

BRADLEY HAYS
County Coroner



COUNTY OF BAXTER
ONE EAST SEVENTH STREET
MOUNTAIN HOME, ARKANSAS 72653

QUORUM COURT

Gary Smith
District 1

Lucille Soltysik
District 2

Rick Steiner
District 3

Col William J. Lucas
District 4

District 5

Tink Albright
District 6

Marilyn Williamson
District 7

Edna Fusco
District 8

Neal Pendergrass
District 9

Kevin Litty
District 10

Ty Chapman
District 11

JOB VACANCY NOTICE

DATE POSTED: JUNE 1, 2018 (CLOSES JUNE 8, 2018)

POSITION: MAINTENANCE WORKER – NIGHT CREW

DEPARTMENT: BUILDING & GROUNDS

PAY GRADE: 8

SALARY: \$8.50 – 10.77 PER HOUR DEPENDING ON APPLICABLE EXPERIENCE WITH FULL BENEFITS

SEE ATTACHMENT FOR JOB DESCRIPTION.

INTERESTED PERSONS SHOULD SUBMIT APPLICATION AND RESUME TO:

Baxter County Human Resources
1 East 7th Street, 2nd Floor - Suite 201
Mountain Home, AR 72653

JOB DESCRIPTION

POSITION TITLE: MAINTENANCE WORKER – NIGHT CREW

DEPARTMENT: BUILDINGS & GROUNDS

JOB SUMMARY: Responsible for trash removal, carpet cleaning, and all other general cleaning, as well as light maintenance of county buildings.

POSITION RELATIONSHIPS:

- A. Supervisor: Night Crew Lead
- B. Positions Supervised: None
- C. Interrelationships: All county officials, department heads, and county employees, as well as several local and state agencies.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Daily cleaning of all county offices and buildings
- Vacuuming, where needed
- Floor cleaning and mopping, where needed
- Bathroom cleaning
- Trash removal in all offices
- Must conduct oneself in a quiet and efficient manner
- Must be responsible in the use of equipment
- Must be responsible with supplies used for cleaning and maintenance
- Must maintain strict confidentiality
- Dress in a professional manner

PERFORMANCE STANDARDS:

Satisfactory performance will be achieved when all county buildings are maintained in a neat and clean manner; and employee demonstrates responsibility with the use of supplies and equipment.

REQUIREMENTS:

Valid Driver's License

ATTACHMENT:

Job Duties List (Daily, Weekly and Quarterly Duties)