

OFFICE OF RAPIDES PARISH CIVIL SERVICE



Linda Sanders
Civil Service Director

Tina Goree
Administrative Specialist

Civil Service Board

Zebulon Winstead, Chairman
Christopher Hall, Vice-Chairman
Dr. John M. Marks Jr., Member
Marla West, Employee Member

5610 Coliseum Blvd, Suite D
Alexandria, LA 71303
Phone: 318-473-6612
Fax: 318-473-6698
rpcs@suddenlinkmail.com

JOB ANNOUNCEMENT NOTICE **#2024-15**

Opening Date: **6/21/2024**

Closing Date: **OPEN UNTIL FILLED**

CLASS TITLE

**Assistant Building
Superintendent**

CLASS RANGE

19

MINIMUM SALARY

\$36,291.82 annually
+ benefits

NATURE OF POSITION

- Maintain and improve the conditions of the parish buildings.
- Open and close the courthouse and other parish buildings.
- Ensure the following are in working order and make repairs when needed:
 - Plumbing systems
 - HVAC systems
 - Electrical systems
 - Paint and drywall
 - Jail doors
- Supervise and delegate to maintenance technicians and prison inmates.
- Act as Building Superintendent when incumbent is absent.
- Order and maintain inventory of supplies.
- Subject to 24-hour call.

COMPETENCIES/PHYSICAL DEMANDS

- Operate basic office equipment, office computer, and other specialty equipment.
- Working knowledge of building codes and related ordinances and regulations.
- Able to tolerate outdoor conditions and various types of weather.
- Able to stoop, kneel, balance, climb for tasks, and raise/lower objects up to 50 lbs.

NECESSARY QUALIFICATIONS

- High school diploma or equivalent.
- Four (4) years of related experience.
- Valid Louisiana driver's license.
- Must be available to attend Parish meetings before, during, & after business hours.

REMARKS

1. **Must include copy of driver's license, diploma or equivalent, transcript, DD214, etc. with application.**
2. **Applications must be submitted in person or via mail.**
3. **Apply at Rapides Parish Civil Service, 5610 Coliseum Blvd, Suite D, Alexandria, LA 71303 - download an application at www.rppj.com/employment.**
4. **Please post this Announcement on Department Bulletin Boards.**
5. **Applications will be accepted until this position is filled.**

Distribution:
All Departments
Announcement File
Civil Service

AN EQUAL OPPORTUNITY AGENCY