

# 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  
Elizabeth Beard, Member  
Marla West, Employee Member

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## **JOB ANNOUNCEMENT NOTICE** **#2024-22**

Opening Date: **10/7/2024**

Closing Date: **10/18/2024**

<b><u>CLASS TITLE</u></b>	<b><u>CLASS RANGE</u></b>	<b><u>MINIMUM SALARY</u></b>
<b>Area Coordinator</b>	<b>22</b>	<b>\$42,012.32 annually</b> <i>+ benefits</i>

### **NATURE OF POSITION**

- Supervise teams of workers to complete maintenance repairs.
- Manage maintenance and construction projects for the parish.
- Work with contractors and public as needed.
- Obtain needed permits for maintenance work.
- Prioritize maintenance requests.
- Compile and maintain office paperwork for all projects.
- Complete insurance inspections.
- Verify payroll for assigned teams.

### **COMPETENCIES/PHYSICAL DEMANDS**

- Able to learn and improve skills.
- Able to tolerate outdoor conditions and various types of weather.
- Able to use a variety of equipment to accomplish duties assigned.
- Able to stoop, kneel, balance, climb for tasks, and raise/lower objects up to 100 lbs.

### **NECESSARY QUALIFICATIONS**

- High school diploma or equivalent.
- Five (5) years related experience including supervisory or lead worker experience.
- Valid Louisiana driver's license.
- Must be available for recall to work after normal working hours due to emergencies.

### **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](http://www.rppj.com/employment).**
4. **Please post this Announcement on Department Bulletin Boards.**
5. **Applications will be accepted until Friday, October 18, 2024 at 4:00 p.m.**

Distribution:  
All Departments  
Announcements  
LA Job Service  
Civil Service

**AN EQUAL OPPORTUNITY AGENCY**