

OFFICE OF RAPIDES PARISH CIVIL SERVICE



Linda Sanders
Civil Service Director

Tina Goree
Administrative Specialist

Civil Service Board

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Stanley Miller, Member
Marla West, Employee Member

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JOB ANNOUNCEMENT NOTICE **#2023-27**

Opening Date: **7/17/2023**

Closing Date: **OPEN UNTIL FILLED**

<u>CLASS TITLE</u>	<u>CLASS RANGE</u>	<u>MINIMUM SALARY</u>
Maintenance Technician <i>(Courthouse & Jail)</i>	15	\$29,857.37 annually <i>+ benefits</i>

NATURE OF POSITION

- Perform semi-skilled maintenance work to assist skilled repair of electrical, HVAC, utilities, and mechanical systems.
- Open and close the Courthouse.
- Prepare facilities for meetings and related functions.
- Perform painting, plumbing, carpentry, plastering, cutting sheet metal, and installing insulation.
- Mow, trim, edge, blow leaves, rake, and plant to upkeep public grounds & facilities.
- Replenish supplies for Parish facilities.
- Supervise and assist with the work of inmates.
- Subject to 24-hour call.

COMPETENCIES/PHYSICAL DEMANDS

- Possess proven ability to learn and improve skills.
- Able to tolerate outdoor conditions and various types of weather.
- Able to stoop, kneel, balance, climb for tasks, and raise/lower objects up to 100 lbs.

NECESSARY QUALIFICATIONS

- High school diploma or equivalent with formal training.
- One (1) year 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
Organizational File
Civil Service

AN EQUAL OPPORTUNITY AGENCY