

## **JOB OPENING**

### **Maintenance Technician**

Central District Commissioner is seeking a Full Time Maintenance Technician. Applicant must have basic knowledge in electrical, plumbing, carpentry, HVAC, lawn equipment and power tools. Must be able to climb up and down ladders correctly and safely and be able to lift, up to 50lbs. Must have a valid driver's license and submit to a pre-hire drug screening. Position requires rotating shifts and being on call periodically. Position offers a benefit package, retirement, vacation, sick leave & paid holidays. Rate of pay to be \$18.00 per hour. Applications are available at [www.comanchecounty.us](http://www.comanchecounty.us) or may be picked up at Comanche County Courthouse, 315 SW 5<sup>th</sup> Street, Room 303. Application shall be submitted to County Commissioners at address listed above no later than 5:00pm on Friday, May 10, 2024. Must live in Comanche County.

### **APPLICATION INSTRUCTIONS**

#### **Applicant must attach with the completed application as a packet:**

- Application
- Authorization of release of information
- Résumé
- Copy of either a high school diploma or GED

#### **Please do not submit a photo copy of the following with your application packet**

- Your social security card
- Your driver's license
- Your passport (card or book)

#### **Application MUST be signed AND notarized**

#### **NOTE: INCOMPLETE APPLICATION PACKETS WILL NOT BE PROCESSED**

Comanche County Commissioners' Office  
315 SW 5th Street, Room 303  
Lawton, OK 73501

**No phone calls please.**

# COMANCHE COUNTY DISTRICT #2 COURTHOUSE MAINTENANCE TECHNICIAN

## JOB POSTING INFORMATION

**Pay:** \$18.00 Per Hour

**Job Posting Deadline:** May 10, 2024

**Resume & Application Submission:**

All resumes and applications shall be submitted at the following location:

**Comanche County Courthouse  
Commissioner's Office**  
Room 303  
315 SW 5<sup>th</sup> Street  
Lawton, Oklahoma 73501

## JOB DESCRIPTION

This job description serves as a basic outline to distinguish and define the primary duties, work conditions, and responsibilities of the Maintenance Technician. Because the duties and responsibilities of the Maintenance Technician are subject to change in the daily operations of the Comanche County Courthouse, this serves as an outline, not an all-encompassing description.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- Survey buildings and repair mechanical systems to ensure they are consistent with health and safety standards
- Perform maintenance of electrical systems (replace light bulbs and sockets, clean and repair circuit breaker panels etc.)
- Maintain and repair HVAC systems to include replacement of motors, belts, and pulleys
- Maintain heating and plumbing systems to ensure functionality
- Inspect alarm systems (fire, protection) and schedule repairs when needed
- Perform manual repairs when necessary (fix locks, repair furniture etc.)
- Conduct general upkeep procedures (i.e. landscaping and pest control) and other tasks as assigned

- Paint, remodel, refurbish areas as needed
- Assist in budget preparation
- Performs all other duties, as assigned, in furtherance of maintaining building functions of the Courthouse.

**EDUCATION:** High School Diploma or its equivalent. General knowledge of electrical, plumbing, HVAC systems and over-all building maintenance

**REQUIREMENTS:**

- Basic understanding of electrical, mechanical, and HVAC systems
- Knowledge of general maintenance processes and methods
- Proficient in the use of hand and power tools
- Ability to work independently with minimal supervision and have problem-solving skills
- Must demonstrate strong communication and interpersonal skills; customer service oriented
- Must be organized, exhibit attention to detail and thoroughness, self-motivated, exhibit reliability and adaptability and able to multi-task
- Demonstrates professional, ethical behavior and maintains appropriate level of confidentiality and discretion
- Valid Driver's License

**PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:**

- Ability to push/lift 75 pounds
- Ability to climb ladders
- Bending at waist, sitting, kneeling, climbing, walking, crouching as job may require
- Ability to work in extreme temperatures
- Working in high noise levels requiring hearing protection
- Working around lubricants, solvents, batteries, cleaning fluids, paints.

Job Type: Full-time

Pay: \$18.00 Per Hour

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan

Schedule:

- 8 hour shift
- On call