

Closing Date	Open Until Filled
Salary	\$15.840/hr
Job Type	Full-Time/Permanent
Position	Maintenance Technician (#03145129/03145134) 2 pos
Location	Hastings, NE
Division	Military Department (The Adjutant General)

- Stable employment and hours with regular salary increases
- Thirteen paid holidays per year
- Competitive benefits, paid time off, and retirement, agency free parking and flexible work schedules
 - o 79% employer-paid health insurance with four plans and coverage levels to choose from; a stipend for retired military eligible for TRICARE
 - o Dental, vision, long and short-term disability, flex spending and health savings accounts, employee assistance program, employee discount program, and more!
 - o Generous vacation and sick leave earnings each year (starting at 12 days each!), plus a variety of other leave types
 - o 156% state-matched retirement for state plans
 - o \$20,000 term life insurance at no cost to you, with additional supplemental life insurance options
 - o Wide variety of professional development opportunities
 - o Dependent Tuition Reimbursement Program with six Nebraska community colleges!
 - o Veteran's Preference & Military Spouse Transition Program
 - o Public Service Loan Forgiveness Program through the federal government possibilities

Examples of Work:

Maintain grounds by seeding, fertilizing, applying pesticides, watering, aerating, mowing and trimming grass, mulching, weeding flower beds, trimming trees and shrubs using mowers, tractors, trucks, spreaders, skid steers, weed eaters, leaf blowers, grinders, chain saws, shredders, clippers, and other equipment. Rakes and removes leaves, grass and other debris from lawns, grounds, and surrounding areas. Plants, transplants, cultivates, prunes bedding plants, shrubs, and trees. Install, repair, and maintain underground sprinkler systems.

Moves, loads, and unloads materials, supplies, equipment, and furniture.

Follows direction in mixing cleaning or chemical solutions.

Salts, sands, and removes ice and snow from sidewalks, driveways and parking areas using hand tools and light to heavy snow removal equipment.

Performs unskilled or semi-skilled building maintenance involving painting, carpentry, plumbing, masonry, electrical and heating/ventilation work; completes minor repairs and adjustments on a variety of building structures, equipment, and machinery. Informs immediate supervisor of equipment, fixtures or areas requiring further repair or replacement.

Documents and prepares logs and maintenance records of time worked, equipment maintained or repaired, filters changed, or supplies used/needed. Utilizes computer to monitor equipment and environmental status, receive, schedule and document work performed, and record materials used.

Orients and trains new coworkers on routine tasks, work schedules, location of supplies, materials and equipment, and relevant rules and regulations. Provides instruction and technical oversight for more complicated tasks or assignments. May assign work and serve as a resource to others.

Cleans and disinfects bathroom fixtures, furniture and floors using disinfectants or other chemicals. Washes walls, windows and ceilings using ladders, scaffolding or other equipment. Sweeps, mops, scrubs, strips, refinishes, waxes and polishes floor surfaces using mops, brooms, vacuums, industrial equipment, and polishers. Empties trash containers, replaces liners, and removes trash from buildings.

Cleans public areas to ensure high standards of sanitation and safety are maintained. Removes and washes/launders soiled rags, mop heads and cleaning items as needed.

Inventories, stocks, and monitors supplies. Refills and replaces items in receptacles as needed.

Qualifications/Requirements:

Minimum Qualifications Required: No specific education, training, or experience is required.

Other/Special Note: Background check will be required. Prior to any job offer being made, all certifications, diplomas and references will be verified, and any falsehoods will disqualify the applicant. Applicant may be required to pass a criminal background check. Incumbent must also achieve and maintain an appropriate level security clearance; failure to do so may result in termination of employment.

Knowledge, Skills, and Abilities required:

Knowledge of groundskeeping and horticultural practices; safe use of fertilizers, insecticides and herbicides; standard use, maintenance and safety practices associated with hand tools, power tools and light to heavy machinery; building and mechanical trade methods, practices and procedures; occupational hazards and safety precautions followed in building maintenance operations; commercial cleaning practices, equipment, supplies and techniques.

Skill in the use of hand tools, power tools and building maintenance equipment; basic office and computer skills including competency in the use of email, procurement and building system applications.

Ability to communicate effectively, understand and follow instructions, read and comprehend blueprints, reference books and equipment manuals; utilize and maintain hand tools, power tools and grounds and building equipment safely; operate industrial-type cleaning equipment; climb ladders and scaffolding to perform work above ground.

Instructions for Applying

Important points to remember when applying:

- The employment application is required and is the primary source of information used to determine if you meet the minimum requirements of the job.
- Please make sure your application is complete. Incomplete applications are rejected.

- You will have the opportunity to attach a resume, however it should not be used to replace any information asked for on the official application.
- **Please be complete.** You will not be allowed to change your application after you have applied for a position, and you cannot re-apply for the same position unless it is posted again.
- When you have successfully applied for a job, you will receive an instant e-mail confirmation notice.

We encourage you to use the Search feature to find jobs that are available in a particular location or a job that matches your work experience.

Applicants who need accommodation in the selection process should request this in advance. Requests can be made by contacting the Nebraska State Personnel Office, 1526 K Street, Suite 100, Lincoln, NE. (402)471-2075.

These positions are subject to application of Veterans' Preference.

To Apply: Applications must be made through www.statejobs.nebraska.gov.