

## Weston County Maintenance Manager

*Specifications are intended to present a descriptive list of the range of duties performed by employee. Specifications are not intended to reflect all duties performed with the job and/or department. Hours will be discussed at the time of your interview.*

**Responsibilities:** Performs work necessary to maintain all county facilities. Inspects and monitors building systems to determine cost effective repairs and/or replacements. Will repair various items, systems, and components to ensure that items are available and in safe working condition. Need to evaluate preventative maintenance schedules to include fire protection, alarm systems, and other systems. Maintain outside grounds year round. Monitors work performed by independent contractors. Must respond to emergency situations and to resolve safety concerns. Occasional light cleaning.

**Minimum Qualifications:** High School Diploma or GED, May be required to lift and/or carry heavy and bulky supplies, materials, and/or other items weighing up to 50 pounds. Applicant may be exposed to dangerous machinery, chemicals, potential physical harm, extreme weather conditions, and infectious diseases. May be required to work outside the traditional work schedule and is subject to call out and/or call back.

**Knowledge, Skills, and Abilities:** Applicant must be able to demonstrate skills in customer service. The ability to assess, prioritize multiple tasks, projects and demands. Possess the ability to meet deadlines, complete projects and assignments. Implement solutions to complex issues. Obtain skills in establishing and maintaining effective working relations with a variety of co-workers, customers, and general public.

Applicants must hold a valid Wyoming driver's license, pass random drug and alcohol testing, and reside within or be willing to relocate to Weston County. Pay DOE.

Please submit cover letter & resume to:

Weston County Clerk's Office  
1 West Main  
Newcastle, WY 82701

**Position open until filled.**