



Boone County Commission

Boone County Courthouse Annex
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Madison, WV 25130



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NOTICE OF EMPLOYMENT

The Boone County Commission is seeking to hire two (2) employees for the Maintenance Department. Interested applicants can pick up an application at the Commission Office located on the 3rd floor of the Courthouse Annex, Room 304 or call Administrator Pam White at 304-369-7301. Application deadline is November 22, 2024, at 4:00 pm.

MAINTENANCE/CONSTRUCTION/EQUIPMENT OPERATOR

Nature of Work: Under general supervision an employee in this class performs journey level trades crafts work in all the following areas: building maintenance, equipment repair, maintenance repair, and maintenance/construction work. The work is performed both indoors and outdoors in all weather conditions and requires physical strength to lift heavy objects. Also, an employee in this class operates a variety of medium-sized equipment.

Example of Work Performed:

- Picks up trash and debris and empties trash barrels.
- Mowing and weed eating county property.
- Paints and stains buildings and equipment.
- Shovels snow and applies salt and sand to walkways and parking areas as necessary.
- Digs holes and drainage trenches, cleans out culverts with pick and shovel.
- Loads and unloads trucks using a hand tool.
- Moves furniture and equipment.
- Operates a variety of equipment such as: air compressor, jackhammer, mechanical aggregate spreader, rubber tire end loader, and roller.
- Drives dump, flat-bed or tandem-axle trucks to transport equipment and materials to and from sites.
- Checks equipment to determine operational readiness.
- May be required to operate other related county equipment as employee training permits.
- Performs related work as required.

Required Knowledge, Skills, and Abilities:

- Knowledge of hand tools and maintenance techniques to keep them in good condition.
- Ability to use simple hand tools and motorized equipment.
- Ability to understand and follow oral instructions.
- Ability to lift heavy objects and perform other strenuous tasks.
- Ability to operate and maintain county equipment.
- Ability to maintain working relationships with others.
- Must have a valid West Virginia driver's license.
- CDL recommended but not required.