



## CAREER OPPORTUNITY

**Job Title:** Senior Maintenance Craftsman III  
**Department:** Facilities Management  
**Reports To:** Director of Facilities  
**Location:** 157 N. Main St. Suite 057, Edwardsville, IL 62025  
**Starting Salary:** Madison County AFSCME Pay Step Plan Grade 12- \$25.63/hr  
**Hours of Work:** Monday – Friday, 3:00 p.m. – 11:00 p.m.  
**Closing Date:** Until Filled

### MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

- A high school diploma or equivalent.
- Four years of experience in the trade or (b) four years full time experience under a journeyman carpenter which provided training equivalent to that given in an apprenticeship program.
- Apprenticeship training in the carpenter trade, or training gained by the completion of technical courses in the carpentry trade at a school, institute or branch of the Armed Services may be substituted for the above training and experience on a year-for-year basis.
- Possession of a valid Illinois State driver's license.
- Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

### EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Performs general maintenance and repair activities on scheduled basis as needed or requested; provides related information to County personnel; provides training and technical support for Maintenance Craftsmen I and II employees, supervises up ten seasonal workers
- Repairs, constructs, alters, rehabilitates or replaces and maintains a variety of structures or buildings including roofs, floorings, wall sidings, doors, windows, underpinnings, Drywall etc;
- Assist in planning alterations and repairs to buildings and other structures facilities; ensures effective use of staff and materials;
- Inspects structures and facilities to ensure sound construction through regular inspection; reports damages and performs repairs as needed;
- Performs electrical, HVAC, plumbing and other responsibilities associated with new construction or repairs, alterations throughout a wide variety of buildings, structures, facilities and devices to ensure that specifications are met and system properly maintained.
- Inspects and repairs heating units (boilers, furnaces, electrical pumps, etc.), tests chemical levels and pressures
- Performs immediate inspections in any emergency situations involving structures; takes immediate action for repairs;
- Inspects and repairs electrical services, installs conduits, wiring, circuits and boards, and other electrical equipment for repair or new construction, verifies operations and adherence to safety standards
- Installs and repairs plumbing service, remove old/broken pipes, seals leaks, installs new pipes, valves, faucets, commodes and other plumbing related materials, verifies connections and inspects for leaks
- Perform carpentry activities related to remodeling projects within County-owned buildings: builds partitions, installs ceilings, walls, windows, doors and frames, locks, performs finish work, Installs sheetrock etc.
- Inspects, repairs, and installs water-coolers, icemakers, refrigerators/freezers, and other refrigeration units
- Assists in securing information for budget formulation; Depending on work location, may operate equipment and devices, participate in snow removal, etc., as assigned;
- Maintains records of work done, supplies used and supplies needed, requisitions supplies;
- Maintains work area in a clean, orderly and safe condition;
- Uses computer applications and other automated systems such as word processing, spreadsheets, calendar, email and database software in performing work assignments;
- Builds scaffolding and ensures that safety standards are in place with regard to height and weight requirements;
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

### Qualified individuals please submit applications to:

Rob Schmidt- Madison County Director of Facilities, 157 N. Main St, Suite 057, Edwardsville, IL 62025 or e-mail to [Jobs@co.madison.il.us](mailto:Jobs@co.madison.il.us)

Visit <http://www.co.madison.il.us/jobs> for application and full posting.