



**WESTMORELAND COUNTY GOVERNEMENT  
VACANCY ANNOUNCEMENT  
BUILDING/FACILITIES MAINTENANCE TECHNICIAN**

Westmoreland County, Virginia has an opening for a full-time Building/Facilities Maintenance Technician. Applicants shall have any combination of education and experience equivalent to graduation from high school. The employee shall be able to work under limited supervision. This position will remain open until filled. Application and job description may be obtained in person at the County Administrator's office located in the George D. English, Sr. Memorial Building, Montross, Virginia, online at [www.westmoreland-county.org](http://www.westmoreland-county.org) or by calling the County Administrator's office at 804-493-0130. Please submit applications to: Norm Risavi, County Administrator, P. O. Box 1000, Montross, VA 22520. Salary: DOQ (+) benefits. (Minimum \$36,412.00 – Mid-Point \$47,369.00 – Maximum \$60,007.00). Westmoreland County is an AA/EO Employer.

**By Order of the Westmoreland County Board of Supervisors**  
**Norm Risavi, County Administrator**



## **BUILDING/FACILITIES MAINTENANCE TECHNICIAN WESTMORELAND COUNTY, VA**

### **GENERAL DEFINITION OF WORK:**

**FLSA Status: Non-Exempt**

Performs responsible skilled work in maintaining county buildings and property; does related work as required. Work is performed under limited supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or logical assignment for the position.)*

- Assisting the maintenance supervisor to maintain all county buildings and properties in operational condition.
- Ability to utilize a wide variety of tools and machinery for necessary repairs to structures and properties.
- Ability to inspect buildings and properties to identify corrective maintenance action.
- Knowledge of various pumps used in public water and sewer systems and maintenance thereof.
- Locate sources of problems by observing mechanical devices in operation and take corrective action.
- Some carpentry experience would be helpful to maintain facilities.
- Installation and replacement of street signs.
- Mows grass, trim shrubs and other lawn maintenance tasks.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

General knowledge of maintenance methods and practices; ability to understand and follow instructions; ability to work sometimes under unfavorable weather conditions; demonstrable ability to operate a variety of tools and equipment safely and ability to establish and maintain effective working relationships with employees and associates.

### **EDUCATION:**

Any combination of education and experience equivalent to graduation from high school.

**PHYSICAL REQUIREMENTS:**

This is heavy work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

**SPECIAL REQUIREMENTS**

**Salary Grade: 17**

**Salary Range: \$36,412.00 - \$47,369.00 - \$60,007.00**

**OPENED UNTIL FILLED**



# APPLICATION FOR EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

Westmoreland County is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, marital status, or any other legally recognized protected basis under federal, state, or local law. The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Westmoreland County. Please inform the County's personnel representative if you need assistance completing this application or to otherwise participate in the application process.

## GENERAL INFORMATION

Full Name _____			Date _____	
FIRST	MIDDLE	LAST		
Address _____				
STREET		CITY	STATE	ZIP CODE
Phone Number (____) _____		Date available for work _____		
Email (optional) _____				
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If hired, verification will be required consistent with federal law.				
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If no, you may be required to provide authorization to work.				
Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL)				
Driver's license number _____		State of issue _____		Expiration date: _____

## POSITION INFORMATION

Position applied for: _____	Salary range expected: _____
Applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary	

## EDUCATION

Type of School	School Name and Location	Number of Years Completed	Diploma, Degree, or Certificate Received	Course of Study or Major
High School (or G.E.D. equivalent)				
College or University				
Graduate School				
Vocational or Trade School				
Other				

## BACKGROUND INFORMATION

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, specify name. _____
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## PERSONAL REFERENCES

List three personal references (other than those listed as a current/former supervisor) that we may contact:	
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____

## EMPLOYMENT RECORD

List all employment experience for the past ten years, starting with the most recent or present employer, including US military service or training. Using a separate section for each position, describe in detail all work experience. You may include as part of your employment history any verifiable work performed on a volunteer basis. Résumés not be substituted in lieu of completing the following employment information.

Current Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Primary responsibilities _____ _____	Phone ( ) _____ From _____ Month                      Year To _____ Month                      Year
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone ( ) _____ From _____ Month                      Year To _____ Month                      Year
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone ( ) _____ From _____ Month                      Year To _____ Month                      Year
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone ( ) _____ From _____ Month                      Year To _____ Month                      Year

How did you learn about the position? Check all that apply:

- ☐ Westmoreland County's website     
 ☐ Recruiter     
 ☐ Word of mouth     
 ☐ Other  
☐ Careers website or job board (Monster, Indeed, CareerBuilder, etc.)     
 ☐ Social media (LinkedIn, Facebook, etc.)

Have you worked for Westmoreland County before?

☐ Yes    ☐ No    If yes, when? \_\_\_\_\_ Job title: \_\_\_\_\_

Relatives of current employees of Westmoreland County will not be hired if they would be working for, or directly supervising, a current employee. If you receive a conditional offer of employment, you may be asked to identify any relative who is a current employee of Westmoreland County. For purposes of this policy, "relative" is defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of people who are related by blood or marriage.



**PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING**

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment and must receive a negative result for illegal drug use before being permitted to commence work with Westmoreland County.

\_\_\_\_\_ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with Westmoreland County.

\_\_\_\_\_ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

\_\_\_\_\_ Initials

I understand that employment with Westmoreland County is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

\_\_\_\_\_ Initials

I authorize Westmoreland County and its representatives to contact my current and former employers (with the exception of my current employer, if I have marked "May we contact?" on page 3 of this application as "No"), schools, references, and other persons or organizations I have named in this application for the purpose of verifying the information I have provided. I release my current and former employers, schools, references, and other persons or organizations named in this application from any liability resulting from the information released. I authorize employers, schools, and other persons or organizations named in this application to provide any information or transcripts requested.

\_\_\_\_\_ Initials

I hereby certify that, if employed, my employment with Westmoreland County will not conflict with, violate, breach, or result in default under, any contract, agreement, or understanding that I am a party to or am bound by, including any non-solicitation, non-competition, or other similar post-employment restriction or agreement I have with any current or former employer, other than the contracts, agreements, covenants, or understandings I have disclosed in this application, if any.

\_\_\_\_\_ Initials

I understand and agree that, if hired, my employment will be at will, which means employment is for an indefinite period of time and may be terminated by myself or Westmoreland County at any time, with or without cause, and with or without notice.

\_\_\_\_\_ Initials

I certify that all of the above information is true and complete and I understand that any falsification or omission of information made by me may disqualify me from further consideration for employment or, if hired, may result in my termination at any time during the period of my employment, regardless of the amount of time that has passed.

\_\_\_\_\_ Initials

Note: An offer of employment is conditioned upon complying with Westmoreland County's requirements including, but not limited to, signing a separate disclosure and consent form prior to any background check.

**MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.**

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_