Buffalo County Facilities OMP
Facilities Construction Project Coordinator & Maintenance Worker

General Purpose
Perform work coordinating construction projects and renovations as needed, and perform maintenance work involving general, electrical, plumbing and/or HVAC maintenance and repair of County buildings and grounds when not involved in construction projects. Maintenance work may include, but is not limited to, the installation and maintenance of equipment and utilities. Applicants must complete a standard application, available at www.buffalocounty.ne.gov/EMPLOYMENT. Applicants must also submit a resume and cover letter. Incomplete applications will not be considered.

Minimum Qualifications
- High school education or equivalent is preferred. Some advanced education and/or skills training is strongly preferred.
- Thorough knowledge of methods, materials and techniques utilized in general building maintenance and/or general commercial construction is required.
- Ability to safely operate some machinery is preferred, such as mowers, skidsteer, forklift, etc.
- Ability to understand and follow both oral and written instructions, and ability to work efficiently and complete duties with minimal supervision.
- Ability to maintain confidentiality.
- Ability to establish and maintain positive rapport with supervisors, fellow employees, and the general public while presenting a positive image for the county.
- Applicants must be able to comply with all physical requirements as required by the position and must pass a background check.
- Applicants must possess a valid Nebraska Driver’s License and be eligible to be insured under the County’s insurance policies.

Wages
- This position is a non-exempt position.
- Starting wage will be $15.00 - $19.00 per hour, depending upon qualifications.
- Comprehensive benefit package including retirement.

Application submission
Please submit complete application, resume, and cover letter to:

Buffalo County Board Administrator
1512 Central Avenue
PO Box 1270
Kearney, NE 68848

OR

You can email a complete application, resume, and cover letter to lmartin@buffalocounty.ne.gov
Applications will be accepted until 5:00 p.m. on Friday March 6, 2020.
EOE/AA/Veterans Preference