

**SECOND JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES  
VACANCY NOTIFICATION  
Dependent upon Funding**

**TO:** All Applicants

**POSTING DATE:** July 28, 2021

**ALL APPLICANTS  
CLOSING DATE:** **OPEN UNTIL FILLED**

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**CLASSIFICATION:** **Building Maintenance Coordinator**

**OFFICIAL DOMICILE:** Marshalltown Residential Center – Marshalltown

**POSITION OPEN:** .25 FTE

**SALARY:** FY22 CBC Pay Plan, Grade 24                      Hourly: **\$21.70 - \$31.91**

Location	Shift	Status
Marshalltown Residential Center Marshalltown	Variable; as needed to perform assigned duties. Generally 10 hours weekly including day, weekend and evening hours.	Part-Time

**GENERAL DUTIES:** Supports inclusion and diversity in all dealings with clients, employees and community members. Under general direction, performs a complete range of building and grounds maintenance and repair, power plant operations, security, and fire protection for the property. Duties involve interior and exterior maintenance of building housing residential center and offices. Physical plant includes geothermal heating and cooling, digital control systems, and security and fire alarm systems. Performs related work as required.

**QUALIFICATIONS:**

The equivalent of five years of full-time skilled trades experience in the construction, maintenance and repair of residential and commercial buildings or the operation, maintenance and repair of commercial equipment for the production of power, heat and refrigeration; or Completion of a post-high school vocational program in building trades or related fields, i.e., heat, electrical, refrigeration; or An equivalent combination of experience and training which provides the required five years.

**NECESSARY SPECIAL REQUIREMENTS:**

Barring reasonable accommodation under the American with Disabilities Act, designated positions in this job class require applicants to possess, obtain and maintain a valid driver's license, and the ability to be insured and maintain insurability under the district's auto insurance coverage. Satisfactory completion of a background investigation and criminal history check. Successful completion of pre-employment testing and examination as required. Successful completion of a urinalysis test for illegal substances at the discretion of the Director or designee. Ability to obtain certification for use of refrigerants, as required, based on the duties of the specific position.

**All applicants must complete the Department's Application for Employment  
and include unofficial transcript  
NO RESUMES WILL BE ACCEPTED**

**DEADLINE: OPEN UNTIL FILLED**  
Application materials for Employment: [www.2nddcs.com](http://www.2nddcs.com)

**SUBMIT** completed DEPARTMENT APPLICATION forms to: [pattee.yetmar@iowa.gov](mailto:pattee.yetmar@iowa.gov)