

OFFICE OF RAPIDES PARISH CIVIL SERVICE



726 Washington Street
Alexandria, LA 71301
Phone: 318-473-6612
Fax: 318-473-6698
rpcs@suddenlinkmail.com

Linda Sanders
Civil Service Director

Tina Goree
Civil Service Administrative Clerk

Civil Service Board

Zebulon Winstead, Chairman
Christopher Hall, Vice-Chairman
Clifford Gatlin, Member
Dr. Kent Lachney, Member
Marla West, Employee Member

JOB ANNOUNCEMENT NOTICE

#2020-19

Opening Date: **8/19/2020**

Closing Date: **OPEN UNTIL FILLED**

CLASS TITLE

CLASS RANGE

MINIMUM SALARY

**Assistant Building
Superintendent**

19

\$36,291.82 annually

NATURE OF POSITION

- Open and close courthouse and other parish buildings.
- Ensure the following are in working order and repair when needed:
 - Plumbing systems
 - HVAC systems
 - Electrical systems
 - Paint and drywall
 - Jail doors
- Supervise and delegate maintenance technicians and prison inmates.
- Act as Building Superintendent when incumbent is absent.
- Order and maintain inventory of supplies.
- Assume other duties as assigned.

NECESSARY QUALIFICATIONS

- HS diploma or GED.
- Four (4) years of related job experience.
- Valid Louisiana driver's license.
- May be required to attend parish meetings before, during and after business hours.

REMARKS

1. Please post this Announcement on Department Bulletin Boards.
2. **Apply at Rapides Parish Civil Service, 726 Washington St., Alexandria, LA 71301.**
3. **Applications will be accepted until this position is filled.**

Distribution:
All Departments
Announcement File
LA Job Service
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