

JOB VACANCY ANNOUNCEMENT
(Civilian)



VACANCY #:	2019047	CLASS CODE:	4IA2
VACANCY TITLE:	Maintenance Repairperson II		
VACANCY LOCATION:	Field Support Services - Indianapolis		
STARTING SALARY:	\$24,414.00	*Starting salary may be adjusted based on education, experience and training.	
OPEN DATE:	April 11, 2019	CLOSE DATE:	April 24, 2019

Job Description: (Responsibilities/Duties)

To serve as a civilian employee of the Indiana State Police whose primary responsibility is to ensure that facilities owned and operated by the Indiana State Police Department are maintained in good operating condition. To perform preventative maintenance, routine maintenance, emergency repairs and special projects as assigned. To complete work assignments in a timely manner, and in compliance with existing building codes and safety standards. To ensure compliance with all applicable OSHA rules in the workplace. Must be able to complete work assignments in all of the following areas: plumbing, electrical, mechanical, carpentry, cabinetry, concrete pouring and finishing, sheet metal, masonry and roofing.

Minimum Requirements:

A. Education, Training, Experience

Must be a high school graduate or possess the equivalent GED. Must possess or obtain Class-A Commercial Driver's License (CDL) with all required endorsements. Must be properly trained, and possess proper certification, to perform all job duties.

B. Physical

Must be able to move and lift heavy objects. Must be able to function independently and with minimal supervision. Must be able to travel away from home for extended periods of time. Must be available for emergency call outs. Must be able to operate heavy equipment such as backhoe, tractor, bush hog, dump truck and snow removal equipment. Must be able to work at heights, in confined spaces, and other unfavorable conditions such as dust, damp, dark, cold, extreme heat and insect infestation. Must be able to work in all weather conditions for extended periods of time.

Additional Comments: To be considered for this position you need to apply on-line at:

Indiana State Police - Career Opportunities - Civilian Opportunities at <https://www.in.gov/isp/3627.htm>

Must be able to successfully pass a background investigation. Applicants are asked to submit a complete work history. All applicants are required to submit copies of high school transcript or GED certificate, any college transcripts, technical certificates and a military DD214 (if applicable). Please indicate your name and the position for which you have applied when forwarding all attachments.

Please e-mail the above listed items to ISPCivilianJobs@isp.in.gov or mail to:

Indiana State Police
Human Resources Division
100 North Senate Avenue
Indianapolis, IN 46204-2259
Attn: Brandon Lowe

Indiana State Government is an E-Verify employer and all new employees are required to have their employment eligibility verified through the Department of Homeland Security and Social Security Administration. To remain in accordance with the law, the Immigration Reform and Control Act requires that we certify the identity and work eligibility of all new employees. Therefore, this appointment is subject to your presentation of proper documentation as required by the law. The Employment Eligibility form (Form I-9) and all other needed documentation can be found at www.uscis.gov/files/form/i-9.pdf. Please note that if you submit a document from list B of Form I-9, this document must contain a photo ID to establish identity. All new employees must present the required documents in person, on your first day of employment. Failure to comply may result in dismissal until proper identification can be provided.

Benefits

The Indiana State Police offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.

Equal Employment Opportunity

The Indiana State Police is an Equal Opportunity Employer.

AUTHORITY: Major Sorrells



by:

Brandon Lowe
Personnel Officer