

## **NOTICE OF JOB OPENING**

The Board of Commissioners of Tipton County Indiana are taking applications for the position of County Maintenance Supervisor. The job responsibilities, experience and skill that are required, include, but are not limited to:

- monthly and annual inspection of all county owned buildings, including but not limited to the County Courthouse, County Jail, County Highway Department and 4-H facilities.
- minor repairs to all county buildings;
- repairs to doors & windows;
- experience with HVAC systems for routine servicing of heating and cooling units;
- basic knowledge of small engines, hydraulics, and electrical systems;
- basic plumbing skills inside and outside;
- duct work;
- painting;
- weekly, monthly and annual maintenance of units that require filters and change of parts;
- forty (40) hour work week;
- keep maintenance records;
- communicate with county department heads and county commissioners;
- communicate and coordinate with independent contractors or repairmen;
- report monthly/quarterly to County Commissioners;
- annual salary ranges from \$45,000.00 to \$55,000.00 depending on level of experience.

Applications are now available at the Tipton County Auditors Office, 101 E. Jefferson Street, 2<sup>nd</sup> Floor, Tipton, Indiana 46072, and also on the official Tipton County Website, at [www.tiptongov.com](http://www.tiptongov.com). Applications will be accepted between now and October 11, 2022, in person, by regular mail, or via email at the Office of the Tipton County Auditor, 2<sup>nd</sup> Floor, Tipton County Courthouse, 101 E. Jefferson Street, Tipton, Indiana 40672; 765-675-2794; [auditor@tiptoncounty.in.gov](mailto:auditor@tiptoncounty.in.gov) This position is subject to annual funding by the county fiscal body, and the County Commissioners reserve the right to reject any and all applications.

Mark R. Regnier  
Tipton County Attorney



# Standard Application for Employment

*It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.*

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

"Employer"

Tipton County, Indiana

Position applying for

Tipton County Maintenance Supervisor

## PERSONAL DATA

Name (last, first, middle)

Street Address and/or Mailing Address

City

State

Zip

Home Telephone Number

Business Telephone Number

Cellular Telephone Number

Date you can start work

Salary Desired

Do you have a High School Diploma or GED?

Yes ☐ No ☐

## POSITION INFORMATION

Check all that you are willing to work

Hours: Full Time ☐  
Part Time ☐

Days ☐  
Evenings ☐

Swing ☐  
Graveyard ☐  
Weekends ☐

Status: Regular ☐  
Temporary ☐

Are you authorized to work in the U.S. on an unrestricted basis?

Yes ☐ No ☐

Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job?

Yes ☐ No ☐

Can you perform these essential functions of the job with or without reasonable accommodation? Yes ☐ No ☐

## QUALIFICATIONS

Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

## SPECIAL SKILLS

List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.

## REFERENCES

Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship



**WORK HISTORY** Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

<b>Job Title #1</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer?

Yes ☐ No ☐ N/A ☐

<b>Job Title #2</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

<b>Job Title #3</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

<b>Job Title #4</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature

Date

