

Clinton County, IL

Maintenance Employee

Job Description:

The Maintenance Employee will assist in the overall care, repair and maintenance of all county buildings and properties. The Maintenance Employee will assist in planning and oversight of capital construction, maintenance and major repair projects when directed. This position is being offered as Full-Time or Part-Time.

Responsibilities:

- Assist in planning, organizing, and performing all maintenance activities.
- Assist with long-term maintenance plan and provide feedback for needed capital improvements.
- Assist with current and future maintenance contracts and identify opportunities to reduce costs.
- Perform basic plumbing, HVAC, construction, and other repairs as needed.

Qualifications:

- Associate Degree in Construction or Industrial Technology or related field, or High School Education with 5 years direct construction experience.
- Team player who can work directly across all departments and with associated stakeholders.
- Self-driven and motivated.
- Ability to identify cost savings.
- Can-do attitude that takes pride in solving problems.
- Ability to manage multiple tasks and responsibilities and adapt quickly to changing circumstances.
- Ability to lift 70 lbs. and climb ladders.
- Clinton County residency given preference but not required.

Benefits:

Full-Time: Salary in accordance with collective bargaining agreement with affordable health insurance with low deductible, dental and vision. Participation in Illinois Municipal Retirement Fund.

Part-Time: Salary and benefits negotiable depending on experience, hours worked and qualifications.

Apply:

An application can be found on the Clinton County, IL website www.clintonco.illinois.gov . Please send completed application, with optional cover letter and resume to Clinton County Clerk, 850 Fairfax St, Carlyle, IL 62231 (OR ccclerk@clintonco.illinois.gov). Applications will be received until August 31, 2026.

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
How Did You Learn About Us?			
☐ Advertisement	☐ Relative	☐ Inquiry	
☐ Employment Agency	☐ Friend	☐ Other _____	
Last Name		First Name	Middle Name
Address		Number	Street
City		State	Zip Code
Telephone Number(s)		Social Security Number (Voluntary)	

Best time to contact you at home is: _____

AM
PM

If you are under 18 years of age, can you provide required proof of your eligibility to work?

☐ Yes ☐ No

Have you ever filed an application with us before?

☐ Yes ☐ No

..... If Yes, give date _____

Have you ever been employed with us before?.....

☐ Yes ☐ No

If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here?

☐ Yes ☐ No

Are you currently employed?

☐ Yes ☐ No

May we contact your present employer?

☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment. ☐ Yes ☐ No

Date available for work ____/____/____ What is your desired salary range? _____

Are you available to work: ☐ Full-Time (please indicate 1 2 3 shift)

☐ Part-Time (please indicate Mornings Afternoon Evenings)

☐ Temporary (please indicate dates available ____/____/____ - ____/____/____)

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	Dates Employed	From	To
	Address	Work Performed		
	Telephone Number(s)			
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Dates Employed	From	To
	Address	Work Performed		
	Telephone Number(s)			
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Dates Employed	From	To
	Address	Work Performed		
	Telephone Number(s)			
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Dates Employed	From	To
	Address	Work Performed		
	Telephone Number(s)			
	Job Title	Supervisor		
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

☐ Terminal	☐ Spreadsheet	Production/Mobile Machinery (list)	Other (list)
☐ PC/MAC	☐ Word Processing	_____	_____
☐ Typewriter	☐ Shorthand	_____	_____
WPM _____	WPM _____	_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? ☐ YES ☐ NO

REFERENCES

1. _____ (Name) _____ (Phone #)

(Address)
2. _____ (Name) _____ (Phone #)

(Address)
3. _____ (Name) _____ (Phone #)

(Address)

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

INTERVIEWER DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

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FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: ☐ Yes ☐ No

Position(s) Considered For: _____

Date _____

NAME: _____ POSITION: _____ DATE: ____ / ____ / ____