**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Maintenance Technician.**

**General Duties include**: This position serves under the direction of the Maintenance Supervisor or other appropriate staff. Responsibilities for this position include, but are not limited to: See that the building has adequate heating, lighting and ventilation and that it is properly cleaned and in good working condition. Make minor repairs and inspections of equipment. General repairs such as painting, patching walls, hanging shelves and landscaping. Operate machinery and equipment. Arrange desks, files and other office equipment. Perform janitorial duties and other related tasks as required.

**Minimum Education, Training or Experience:** High School Diploma or GED Two (2) years’ experience in general maintenance of other maintenance responsibilities that would include the ability to recognize electrical, plumbing and mechanical malfunctions or equipment failures.

**Substitution for Education, Training or Experience**: Experience in general maintenance or other maintenance experience will substitute for the education on a year for year basis.

**Starting Salary**: $15.17-$18.86/hr negotiable with additional experience. Grade 12

**Apply at** [**https://KOG.CHFS.KY.GOV/HOME**](https://KOG.CHFS.KY.GOV/HOME). **Create a citizen’s account and search LHDCOS (search and apply)** Completed application must be submitted by **(insert date) Transcripts must be provided before the close date if post-secondary education is required or may be substituted for experience. Transcripts must list the degree awarded.** Qualified applicants/employees are subject to a pre-screening, selection for interview, and/or demonstration of skills testing. Employment may be contingent upon a successful drug screening and background check. Equal Opportunity Employer.

**2) Example of smaller ad to reference website**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Maintenance Technician.**

**Starting Salary**: $15.17-$18.86/hr negotiable with additional experience. Grade 12

A full listing of qualifications may be obtained at <https://chfs.ky.gov/agencies/dph/dafm/lhpb/Pages/merit.aspx>. Apply at <https://KOG.CHFS.KY.GOV/HOME>. Create a citizen’s account and search LHDCOS (search and apply). The completed application must be submitted by **(insert date).** **Transcripts must be provided before the close date if post-secondary education is required or may be substituted for experience. Transcripts must list the degree awarded.** Qualified applicants/employees are subject to a pre-screening, selection for interview, and/or demonstration of skills testing. Employment may be contingent upon a successful drug screening and background check. Equal Opportunity Employer.