**1) Example of Large ad**

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

**General Duties include**: This position serves under the direction of the Director or other appropriate staff. Responsibilities for this position include, but are not limited to: Assign the work of maintenance employees. Inspect work for completeness. Determine material, equipment and supplies to be used. Transfer equipment and personnel from one project to another as necessary. Keep time cards and other routine records. Coordinate or install, inspect, operate and maintain the heating, cooling and ventilation systems in all health department locations. General repairs such as painting, patching walls, security hardware, hanging shelves and landscaping. Coordinate renovations or existing facilities and the construction of new facilities. Coordinate and inspect major contract work on the electrical, plumbing, mechanical and other related systems in all health department locations. Possession of a current and valid motor vehicle operator’s license. Direct supervision responsibilities. Recommend promotion and salary advancements when appropriate. Interview and make recommendations regarding potential employees.

**Minimum Education, Training or Experience:** High School Diploma or GED. Three 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**: Formal training or education in related fields will substitute on a year for year basis.

**Starting Salary**: $18.07-$22.46/hr negotiable with additional experience. Grade 15

**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 Supervisor.**

**Starting Salary**: $18.07-$22.46/hr negotiable with additional experience. Grade 15

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.