

All applicants must complete an application to be considered - those submitting resumes only will not be considered.

**16th Judicial Circuit of Missouri**

**Vacant Position**

**Date: 2/04/2026**

**Posting No.: JR102313**

<b>Position Title:</b>	<b>Maintenance Worker</b>	<b>Position No.:</b>	<b>P-22091</b>
<b>Department:</b>	<b>Support Services - Facilities Services - Custodial</b>		
<b>Work Location:</b>	<b>625 E. 26th Street - Kansas City MO/ 301 NW Gregory BLVD, Lees Summit, MO</b>		
<b>Work Hours:</b>	<b>7:00 am - 3:30 pm Monday thru Saturday</b>		
<b>Salary:</b>	<b>County Paid Position - Non-exempt Grade C-105 - \$17.10 - \$21.36 Hourly</b>		

**EXTERNAL APPLICANTS CLICK HERE TO APPLY; INTERNAL APPLICANTS APPLY IN WORKDAY** (The internal application for promotion/transfer may be obtained) Employment Specialist: **LaTasha Winn**. Applicants for clerical positions which require skill testing must be tested for consideration.

**Applications must be received by Human Resources no later than 5:00 p.m. on 3/13/2026**

**Basic Function and Responsibility:**

To maintain lawns, trees, shrubs, driveways, and sidewalks of the facility and to assist with installing, repairing, and maintaining physical structures, equipment, and plumbing/electrical systems.

**Appointing Authority and Supervision Received:**

The deputy court administrator of family court is the appointing authority. The maintenance worker receives direct supervision by the maintenance supervisor.

**Supervision Exercised:**

None.

**Characteristic and Assigned Duties:** (The following duties are representative of the position and do not include all duties which may be performed.)

- Inspect, install, maintain, and repair physical components of structures including windows, doors, ceilings, drywall, woodwork, locks, and fences.

- Perform carpentry related tasks using both hand and power tools.
- Mix and pour concrete for minor structural repairs such as sidewalks and walkways.
- Ensure the safety and integrity of pathways, stairs, and outdoor structures.
- Prepare outdoor areas for seasonal weather conditions (e.g., snow removal, ice prevention, summer readiness).
- Install and repair electrical systems and components including switches, outlets, fixtures, and wiring.
- Perform minor plumbing work including installation and maintenance of pipes, sinks, toilets, and water heaters.
- Maintain and troubleshoot heating and cooling systems through regular operational checks and minor repairs.
- Install and maintain phone lines and troubleshoot connectivity issues.
- Run network cabling and connect devices to data systems as needed.
- Troubleshoot and repair small electrical appliances such as mixers, can openers, refrigerators, stoves, and televisions.
- Perform routine maintenance, minor repairs, and tune-ups on vehicles, lawn tractors, and mowers.
- Maintain and repair tools and maintenance equipment.
- Mow lawns, trim shrubbery and weeds, and maintain landscaped areas.
- Clear snow and ice using lawn tractors, hand tools, and other equipment.
- Apply weather treatments to outdoor areas to ensure safety.
- Transport and relocate furniture, equipment, building materials, and supplies.
- Respond to urgent maintenance issues, including carrying a pager and returning to work as needed for after-hours emergencies.
- Perform other duties as required.

**Knowledge, Skills, and Abilities:** (This job description does not include specific physical

requirements necessary to perform the job, such as, carrying, standing and lifting. Such requirements vary from position to position and may be determined by the appointing authority.)

- Knowledge of and skills in carpentry, plumbing and electrical systems and methods, and mechanical and vehicular repair and maintenance sufficient to work independently with minimal supervision.
- Knowledge of and ability to safely operate lawn mowers, snow blowers, trimmers, tillers and a variety of hand and power carpentry tools.
- Basic knowledge of building code requirements.
- Knowledge of and ability to read and interpret building and construction blueprints.
- Ability to lift and transport furniture, office equipment, and building supplies.
- Ability to lawfully operate a vehicle in a safe and prudent manner.
- Ability to maintain records and submit in a timely manner.
- Ability to perform heavy physical labor.
- Ability to plan, organize and schedule work.
- Ability to perform duties effectively, timely, and without supervision.
- Ability to work and relate in a positive fashion toward individuals from diverse backgrounds and maintain effective working relationships.
- Ability to install and detach surveillance equipment, using a variety of small hand tools.

**MINIMUM EDUCATION AND EXPERIENCE:**

**Minimum Qualifications:** (Equivalent combination of relevant education and experience may be substituted on a year-for-year basis, provided a high school diploma or GED has been obtained.)

High school graduate or equivalent plus two years of experience in grounds keeping is required. One year directly related work experience in plumbing, electrical, and carpentry work is preferred.

**Necessary Special Requirement:**

Must possess and maintain a valid driver's license from state of residence, and provide proof of such.

Must possess and maintain state mandated auto liability insurance and properly licensed, reliable vehicle, and provide proof of such.

Must be able to successfully pass physical exam and physical abilities performance test.

All candidates selected for employment will be subject to background screenings as part of

the hiring process. Certain positions may also require additional checks, including but not limited to education verification, child abuse and neglect clearances, drug screenings, and physical assessments, as applicable to the responsibilities of the role.

**EQUAL OPPORTUNITY EMPLOYER**