**1) Example of Large ad**

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

**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. Inspect electrical, plumbing, heating and other equipment and make minor repairs for their maintenance. Arrange desks, files and other office equipment. Supervise the upkeep of grounds and buildings. Act as custodian of all department property and supervise the receipt and shipping of all materials and equipment.

**Minimum Education, Training or Experience:** High School diploma or GED. One (1) year of experience in building maintenance.

**Starting Salary**: $14.31-$17.79/hr negotiable with additional experience. Grade 11

**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 Person.**

**Starting Salary**: $14.31-$17.79/hr negotiable with additional experience. Grade 11

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.