

Job Description: MAINTENANCE TECHNICIAN

CLASS NO. 805

EEOC CATEGORY: Service Worker

PAY GROUP: 113

FLSA: Non-exempt

SUMMARY OF POSITION:

Performs construction, reconstruction, installation, repair and preventative maintenance of County buildings, facilities and equipment. Maintains buildings, facilities and equipment in efficient and workable condition relative to heat, light, power, air conditioning, plumbing and other broad environmental factors. Required to provide hand tools necessary to perform basic job duties.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Maintenance Supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county employees, vendors, and occasionally with the general public.

EXAMPLES OF WORK:

Essential Duties*

Performs installation, repairs, replacement and/or maintenance of county facilities and equipment; including HVAC systems, electrical wiring, generators, light fixtures, drinking fountains, ice machines, stoves, ovens, refrigerators, etc.;

Assists in installing HVAC units and /or components located in or on county buildings;

Performs a variety of electrical and plumbing installations, repairs and maintenance;

Performs a variety of carpentry duties, including construction of walls, doorways and ceilings and installation of sheetrock, ceiling tile and floor coverings;

Performs texturing, painting, finishing and refinishing;

Performs tasks assigned in conjunction with preventive maintenance programs established by the Department;

Loads, transports and unloads necessary tools, materials and equipment for assigned projects;

Performs other duties as assigned.

*for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

CLASS NO. 805 (Continued)

Other Important Duties*

May be responsible for maintaining an adequate inventory of office supplies for the department to which assigned; and

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: skills techniques and equipment used in general maintenance and construction activities; including, but not limited to, minor electrical repair and installation, plumbing repair and installation, HVAC repair and preventive maintenance and structural repair of buildings.

Ability to: read and understand construction and utility diagrams; understand and follow written and oral instructions and request clarification when needed; safely operate and maintain tools and equipment associated with job duties; establish and maintain effective working relationships with personnel from all general public; maintain Texas Drivers License and good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation, or its equivalent;

Two (2) years related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

HVAC certification as Type II or Universal Technician as required by 40CFR Part 82, Subpart F;

Valid Texas Drivers License.

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