



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

<b>Title:</b> Maintenance Worker I	<b>Opening Date:</b> September 27, 2018	<b>Application Deadline:</b> Open Until Filled	<b>Job #:</b> 18160
<b>Department:</b> General Services	<b>Starting Salary:</b> \$27,000 to \$29,000	<b>Location:</b> Bastrop, TX	<b>Travel:</b> N/A

## INTERNAL AND EXTERNAL JOB POSTING

**Brief Job Description:** Under general supervision this position performs building restoration, renovation, and maintenance work throughout all assigned Bastrop County facilities. Work involves building repair, renovation, restoration, and alteration as directed sometimes requiring a variety of different trade skills, maintaining and caring for County buildings, maintaining equipment, acquiring supplies, transportation of personnel, tools, materials, supplies, and equipment to and from various County offices and locations. This position is responsible for documenting work performed. Work performed may be under minimal supervision, with latitude given for the use of initiative and independent judgment. May perform a wide variety of responsible and complex maintenance and mechanical activities to ensure safe and continuous operations of County buildings and facilities.

**General Knowledge, Skills, & Abilities:** Knowledge of methods and techniques of building maintenance; Operational characteristic of maintenance equipment and tools' Proper maintenance housekeeping principals and techniques with attention to detail; Practices, methods, material, and tools used in organized custodial maintenance work; The operation and routine maintenance of motorized equipment including pickup trucks; Standard office policies, procedures, and equipment; The structure and content of the English language including the meaning and spelling of words, rules, of composition, and grammar; Bastrop County policies and procedures.

**Minimum Qualifications:** Minimum of one (1) year of experience performing building maintenance related duties; or any combination of experience and training that would likely provide the required knowledge, skills, and abilities necessary to perform the essential job functions. High School diploma or equivalent. Possession of a valid Texas driver's license; must maintain a safe driving record.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded from our website: <http://www.co.bastrop.tx.us/page/co.jobs>. A resume will be considered, but will not be accepted in lieu of application. Applicants may email applications to [apply@co.bastrop.tx.us](mailto:apply@co.bastrop.tx.us). Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>.



## **BASTROP COUNTY, TEXAS**

### **Job Description**

***Job Title: Maintenance Worker I***

**Department:** General Services

**FSLA Status:** Non-Exempt

**Reports To:** General Services Director; General Services Assistant Director

**SUMMARY:** Under general supervision this position performs building restoration, renovation, and maintenance work throughout all assigned Bastrop County facilities. Work involves building repair, renovation, restoration, and alteration as directed sometimes requiring a variety of different trade skills, maintaining and caring for County buildings, maintaining equipment, acquiring supplies, transportation of personnel, tools, materials, supplies, and equipment to and from various County offices and locations. This position is responsible for documenting work performed. Work performed may be under minimal supervision, with latitude given for the use of initiative and independent judgment. May perform a wide variety of responsible and complex maintenance and mechanical activities to ensure safe and continuous operations of County buildings and facilities.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the General Services Director; General Services Assistant Director, General Services Lead Maintenance Worker.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Performs work required to maintain County buildings and facilities using proper work methods, techniques and compliance with applicable standards and specifications.
2. Participates in or performs skilled maintenance of county owned buildings, which may include plumbing, electrical, structural, heating, and cooling systems repair, paint, plaster, cleaning and the set up and use of equipment.
3. Use of and operate various hand and power tools used in building maintenance.

4. Repairs and/or assembles furniture and fixtures owned by the County.
5. May purchase materials necessary for assignments and maintains records of all purchases for Director.
6. Ensures that all safe work practices and procedures are adhered to and safety hazards are reported immediately.
7. Estimate time, materials and equipment required for assigned jobs; requisitions materials as required and collects materials from vendors.
8. Assist with carrying, lifting and moving items as required.
9. Performs any and all other duties as assigned by the Director of General Services.
10. Works as part of a team and maintains a professional, courteous, cooperative, helpful attitude towards fellow workers, supervisors, and the general public; Recommend changes, needed equipment, and purchases that could improve service and increase operational efficiency for approval.
11. Maintains confidentiality, safety, and security of all assigned County property, information, and systems by performing tasks including locking/unlocking, checking doors before, during and after operating hours, checking windows, checking function of lights on/off, rooms, entries, electrical appliance and environmental systems used to ensure that hazards are not created including changing light bulbs. Promptly reports any damages, needed repairs, or security problems to supervisor(s).
12. Assists visiting public, outside staff, and contractors as needed and assigned including tours or access to areas within County facilities.

**OTHER FUNCTIONS:** Performs other assigned job duties as directed by supervisor(s). Subject to emergency call-in, weekend, and/or holiday duty as directed by supervisor(s). Use of computers, software, and other technology for reports, email, and documentation. **Regular attendance is considered an Essential Function of this job.**

**NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

**Knowledge of:**

Methods and techniques of Building Maintenance;  
Operational characteristics of maintenance equipment and tools;  
Proper maintenance housekeeping principals and techniques with attention to detail;

Practices, methods, materials, and tools used in organized custodial maintenance work;

The operation and routine maintenance of motorized equipment including pickup trucks;  
Standard office policies, procedures, and equipment;  
The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar;  
Bastrop County policies and procedures.

**Ability to:**

Skill and ability to independently perform the most difficult and complex building maintenance and repair;

Perform various manual tasks for extended periods of time and in unfavorable weather conditions;

Operate a variety of hand and power tools, maintenance equipment in a safe and effective manner;

Perform a full range of maintenance duties as required;

Establish and maintain effective working relationships with those contacted in the course of job/work;

Operate equipment required to perform essential job functions;

Work independently in the absence of supervision;

Work in a safety-conscious environment and to follow and promote good safety practices;

Perform multiple tasks simultaneously in a timely manner;

Understand and follow verbal and written instructions;

Communicate clearly and concisely, both verbally and in writing;

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others; Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Effectively handle a work environment and conditions which involve:

Exposure to various weather conditions; working closely with others; working outside normal business hours and in hours of darkness; exposure to moving mechanical parts; exposure to electrical hazards; and working in or near water including creeks and ditches; Frequent exposure to dust, dirt, fumes, human waste, animal waste, grasses, weeds and other vegetation, chemicals used for cleaning and landscaping, and exposure to airborne particles.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, stooping or standing for long periods of time; lifting materials in excess of 50 pounds; carrying materials in excess of 100 pounds; climbing, crawling, squatting, kneeling, and running; working on uneven and/or slippery surfaces; and performing heavy manual labor.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

Handling exposure to potentially hostile individuals;  
Working independently with limited supervision;  
Handling stressful situations;  
Effective interaction and communication with others;  
Prepare clear and concise reports;  
Making sound decisions in a manner consistent with the essential job

functions;

Maintaining confidentiality of information encountered in work activities at all times.

### **EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Minimum of one (1) year of experience performing building maintenance related duties; or any combination of experience and training that would likely provide the required knowledge, skills, and abilities necessary to perform the essential

job functions.

**Education:**

High School diploma or equivalent.

**Licensing:**

Possession of a valid Texas driver's license; must maintain a safe driving record.

**SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

**\*\*\* This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

***This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.***