



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

<b>Title:</b> Facility Maintenance Technician	<b>Opening Date:</b> July 15, 2024	<b>Application Deadline:</b> July 24, 2024	<b>Job #:</b> 240703
<b>Department:</b> Sheriff's Office	<b>Starting Salary:</b> \$52,890/Annually	<b>Location:</b> Bastrop, Texas	<b>Travel:</b> N/A

## INTERNAL/EXTERNAL JOB POSTING

**Brief Job Description:** Under the direct supervision of the Facility Maintenance Supervisor, this position performs and assists in all preventative maintenance, repairs, and additions to building, structures, and equipment assigned to Bastrop County Sheriff's Office. Supervises trustees in all aspects of maintenance and repair of heating and air conditioning, electrical, plumbing, roof and security systems.

**Knowledge, Skills and Abilities:** Principles and practices of supervision of inmates; Legally acceptable restraint methods; Applicable laws as related to the operation of the agency; Personal Computer skills and software, including Microsoft Office; Professional Customer Service skills; Radio procedures; Proper English usage, spelling, grammar and punctuation; Standard office polices, procedures, and equipment; Bastrop County Sheriff's Office policies and procedures. Perform multiple tasks simultaneously in a timely and effective manner, Communicate clearly and concisely, both verbally and in writing; in person and by telephone; Understand and follow verbal and written instructions; Observe the actions of others and forecast those actions into future behaviors; Maintain a calm and confident attitude during emergency, stressful, or critical incident situations; Properly interpret, understand and make decisions in accordance with laws, regulations and policies; Conduct business with the public and employees in a professional and courteous manner; Work in a safety-conscious environment and to follow and promote good safety practices; Handle exposure to potentially hostile individuals.

**Minimum Qualifications:** Minimum of 2 (two) years prior experience with general background of building maintenance in the areas of electrical, plumbing, remodeling, and equipment repair preferred. May require certification in various fields of technical skill. Must be able to obtain a Jailers License from Texas Commission of Law Enforcement Officers Standard and Education.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. A Bastrop County Job Application is required, and can be completed at:

<https://na3.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914> Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. 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. This position has a six month eligibility list for qualified applicants. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



**BASTROP COUNTY, TEXAS**  
**Job Description**

*Job Title: Facility Maintenance Technician*

**Department:** Jail      **FLSA Status:** Non-Exempt

**Reports To:** Facility Maintenance Sergeant

**SUMMARY:** Under the direct supervision of the Facility Maintenance Supervisor, this position performs and assists in all preventative maintenance, repairs, and additions to building, structures, and equipment assigned to BCSO. Supervises trusties in all aspects of maintenance and repair of heating and air conditioning, electrical, plumbing, roof and security systems.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Facility Maintenance Sergeant, with further direction and guidance from the Jail Lieutenant.

Exercises no supervision.

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

1. Supervises and assist in routine maintenance schedules for facility systems;
2. Maintains inventory of materials and equipment used in cleaning, maintenance and repair of facility grounds, and orders new stock as needed;
3. Assist in the coordination and supervision of all contract maintenance repairs and projects;
4. Performs any and all functions necessary to provide a safe living and working environment for staff and Inmates;
5. Supervises and assist in all Plumbing, Electrical, Structural, Locks, and CCTV repairs as necessary;

**OTHER FUNCTIONS:** Performs other job-related duties as directed by supervisor(s). **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 are all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** Minimum of 2 (two) years prior experience with general background of building maintenance in the areas of electrical, plumbing, remodeling, and equipment repair preferred. May require certification in various fields of technical skill. Must have Jailers License from Texas Commission on Law Enforcement Officers Standard and Education

**Knowledge of:**

- Principles and practices of supervision of inmates;
- Legally acceptable restraint methods;
- Applicable laws as related to the operation of the agency;
- Personal Computer skills and software, including Microsoft Office;
- Professional Customer Service skills;
- Radio procedures;
- Proper English usage, spelling, grammar and punctuation;
- Standard office policies, procedures, and equipment;
- Bastrop County Sheriff's Office policies and procedures.

**Ability to:**

- Perform multiple tasks simultaneously in a timely manner;
- Communicate clearly and concisely, both verbally and in writing; in person and by telephone;
- Maintain a calm and confident attitude during emergency, stressful, or critical incident situations;
- Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
- Conduct business with the public in a professional and courteous manner;
- Establish and maintain effective working relationships with those contacted in the course of the job;
- Operate equipment required to perform essential job functions;
- Work in a safety-conscious environment and to follow and promote good safety practices;
- Maintain confidentiality of information encountered in work activities at all times.
- Working knowledge of standard practices, methods and skills in the use and care of tools, equipment and materials of all construction trades.
- Ability to communicate instructions clearly and effectively to others.
- Must have Mechanical aptitude.
- Must be able to handle 24 / 7 on call and respond as necessary.
- Self-motivated and able to work unsupervised.
- Must be able to work outside in extreme weather, prolong standing, climb ladders, and lift in excess of 50 lbs

**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;
- Must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

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

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, and/or kneeling.

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

Handling stressful situations;  
Interpreting federal laws and regulations;  
Effective interaction and communication with others;  
Prepare clear and concise reports;  
Making sound decisions in a manner consistent with the essential job functions.

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

Any combination of education and experience equivalent to high school graduation and a minimum 1 years in building maintenance.

#### **Experience:**

Preferred experience in corrections or jail facility is desired, but not required.

#### **Education:**

High School diploma or GED.

#### **Licensing:**

Possession of a valid Texas driver's license;

Must have Jailers License from Texas Commission on Law Enforcement Officers Standard and Education.

Must be 18 years of age.

### **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.***