

BOSQUE COUNTY
JOB DESCRIPTION

Job Title: Maintenance-Part Time Temp
Reports To: Facilities Manager

Department: Maintenance
FLSA: Non-Exempt

SUMMARY:

- Maintains systems and equipment by completing preventive maintenance schedules; restoring, repairing, rebuilding or replacing faulty or inoperative components and parts.
- Maintain cleaning of all County facilities
- Maintain adequate supplies for all County facilities and inventory

ESSENTIAL DUTIES AND RESPONSIBILITIES (to include but not limited to):

- Maintain all electrical, AC/Heating, mechanical on all County facilities
- Maintain Maintenance Department vehicles
- Ability to change or install electrical items such as lightbulbs, receptacles, new electrical lines and ballasts
- Ability to maintain frequent air filter changes and documentation for all County facilities' heating and cooling units
- Responsible for the issuance of tools
- Responsible for creating, recording and completing work orders
- Responsible for providing safe walkways for all County facilities in inclement weather
- Maintain all lawns/landscapes for all County facilities which include mowing, weed eating, trimming, fertilizing and any upkeep of flower beds
- Ability to operate and maintain all electric, gas and air tools
- Ability to maintain sprinkler system
- Maintain parking areas at all County facilities such as repair potholes, resurface or re-stripe
- Custodial work of all County facilities which includes sweeping, vacuuming, mopping, dusting, removal of trash and cleaning of restrooms
- Submit supply list to Facilities Manager
- Assist other departments with various requests
- Assist Facilities Manager and co-workers with various requests/duties
- Performs such other duties as may be assigned by supervisor
- Regular attendance and timeliness is required(40 hours + per week)

QUALIFICATIONS:

- High school diploma or equivalent
- Valid Texas driver's license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to perform duties safely
- Writes and executes routine oral and written instructions
- Basic math skills
- Ability to read
- Ability to cooperate and interact with co-workers

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

- Work from floor level to overhead
- Ability to occasionally lift and/or carry 70+lbs
- Ability to push and pull objects in order to complete maintenance and custodial tasks
- Ability to lift, sit, stand, walk, carry, bend, twist, reach, kneel, crawl, climb stairs/ladders, see, hear and talk
- Ability to drive and operate County vehicles, shop equipment and landscape equipment in all types of weather conditions
- Work with hazardous and non-hazardous chemicals
- Work in dirt, dust, fumes/odors, human waste, extreme temperatures, wetness/humidity, noise/vibration, darkness/poor lighting and small confined areas

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

JOB DESCRIPTION

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job-related duties requested by their supervisor in compliance with federal and state laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Employee’s Signature

Date

Department Head Signature

Date