

Job Description: BUILDING MAINTENANCE WORKER III

CLASS NO. 3203

EEOC CATEGORY: Skilled Craft Workers

PAY GROUP: 20

FLSA: Nonexempt

SUMMARY OF POSITION

Performs building maintenance and repair tasks at county facilities, including electrical, plumbing, and carpentry repair tasks and air conditioner systems maintenance and repair; purchases supplies needed for maintenance projects; and assists in set-up of county facilities for various events and festivals. Must be capable of planning, analyzing, and completing any project assigned. Must be capable of presenting a list of materials needed for such tasks or projects to Maintenance Supervisor for approval.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Maintenance Supervisor. In the absence of Maintenance Supervisor, reports to Maintenance Foreman.
2. Directs: This is a non-supervisory position; however, provides direction to Building Maintenance Worker I and II.
3. Other: Has daily contact with co-workers, other county employees, and the general public.

EXAMPLES OF WORK

Essential Duties*

Obtains purchase orders and purchases supplies needed for building maintenance projects throughout the county;

Maintains air conditioner units at county buildings and facilities, including diagnosing problems, repairing or replacing defective parts, evacuating and recharging systems, and rewiring units as necessary;

Performs electrical repairs at county buildings and facilities, including maintaining motors, lights, compressors, and fuse/breaker boxes;

Diagnoses problems and performs repairs of plumbing systems, including toilet, faucets, urinals, drains, water fountains, pipes, etc.

Performs carpentry tasks, including constructing office, restroom spaces, tables, benches, etc.

Repairs broken windows, doors, desks, chairs, etc., as necessary;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 3203 (Continued)

Paints facility interior or exterior surfaces as directed;

Performs general maintenance tasks, including stripping and waxing floors and setting up or taking down furniture in offices, conference rooms, etc.;

Assists in setup of county facilities for various events and festivals, including running electrical cables, putting up decorations, constructing booths and platforms, etc./and

Operates department pickup truck to travel to work sites.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skilled at some or all: carpentry, plumbing, and electrical techniques; and air conditioning systems maintenance and repair.

Skill/Ability to: understand, interpret and follow oral and/or written communication; safely operate maintenance and repair equipment; establish and maintain effective working relationships with co-workers, other county employees, and the general public; tolerate outside working conditions, including exposure to adverse weather conditions; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.

ACCEPTABLE TRAINING AND EXPERIENCE

Sufficient education to read, write, and perform basic mathematical computations, plus training in plumbing, electrical and air conditioning repair and at least five years of related work experience.

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license; and/or certification in refrigerant recovery as required by the U.S. Environmental Protection Agency, if employee is assigned to repair A/C equipment.