

Job Description: BUILDING MAINTENANCE WORKER I

CLASS NO. 3207

EEOC CATEGORY: Service-Maintenance

PAY GROUP: 10

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; and assists in set-up of county facilities for various events and festivals.

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.
3. Other: Has daily contact with co-workers, other county employees, and the general public.

EXAMPLES OF WORK

Essential Duties*

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;

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

*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. 3207 (Continued)

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

Knowledge of: 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 one year 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.