

# **Job Description: BUILDING MAINTENANCE WORKER III / EQUIPMENT OPERATOR (MAINTENANCE)**

**CLASS NO.** 3209

**EEOC CATEGORY:** Skilled Craft Workers

**PAY GROUP:** 21

**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. Operates various types of heavy equipment engaged in the repairing & maintaining of County Buildings.

## **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. Occasional contact with utility companies.

## **EXAMPLES OF WORK**

### **Essential Duties\***

Operates heavy equipment such as aerial lift trucks (bucket truck), track hoes, bobcats, front end loaders, ditching machines and etc., in daily repair, construction, & maintenance issues.

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.

\*For the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
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## **CLASS NO. 3209**

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 Operates department pickup truck to travel to work sites. Operates heavy equipment in daily tasks of the Maintenance Department.

### Other Important Duties\*

Performs such other related duties as may be assigned.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* Safe operation of the equipment used and of the provisions of the Texas Motor Vehicle Code relating to operation of heavy motorized equipment.

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

*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.

Must maintain a Commercial Driver License.