

BREWSTER COUNTY MAINTENANCE DEPARTMENT JOB DESCRIPTION

JOB TITLE:

Maintenance Person

START DATE:

June 2019

HOURS:

Normally 40 hours a week, 7:00 a.m. to 5:30 p.m. Monday through Thursday, however work hours may vary in order to accommodate job functions as directed by the Building and Facilities Director. Occasionally overtime work may be required. If overtime is required compensation will be handled according to county policy.

EDUCATION:

- High School diploma or equivalency is required
- Valid Texas driver's license is required
- You may be required to attend educational classes relating to the maintenance department of Brewster County.

ENVIRONMENTAL CONDITIONS:

The job consists of working both inside and outside of all county facilities. Your duties will require you to work in all types of weather conditions including, but are not limited to, rain, snow, and heat, as well as extreme heat and cold.

PHYSICAL CONDITION:

You must be in good physical condition.

You must be able to lift and carry supplies and other objects of up to 75 pounds.

ESSENTIAL FUNCTIONS:

See that all county facilities both inside and outside are clean, neat, stocked with supplies, and in good repair at all times by completing daily, weekly, monthly, and annual duties attached to this job description. Facilities include courthouse, courthouse annex, county jail, county fire stations, and county emergency response center.

See that all lawns, flower beds, shrubs, trees, sidewalks, and parking areas around all county facilities are clean, neat and well maintained at all times by completing daily, weekly, monthly, and annual duties attached to this job description.

Maintain an inventory of all needed supplies for county facilities, and reorder supplies as needed.

Any and all other duties assigned by county judge.

MARGINAL FUNCTIONS:

Maintain courthouse maintenance pickup at all times.

Assist county personnel in moving furniture and office equipment as needed.

Assist county personnel in minor repairs to equipment and offices as needed.

Occasionally drive county public transportation when needed.

Any and all other duties as assigned by the Building and Facilities Director.

EQUIPMENT:

You will be required to use, but are not limited to, the following list of equipment:

- Courthouse maintenance pickup
- County public transportation van
- Vacuum cleaner
- Floor buffer
- Lawn mower
- Snow removal equipment
- Grass trimmer
- All hand equipment associated with maintenance and minor repair work