

KENEDY COUNTY, TEXAS
An Equal Opportunity employer
Job Listing: BUILDING MAINTENANCE WORKER

POSITION: Full Time, Reports to Maintenance Supervisor.

FLSA: Non-Exempt

INTERACTS WITH: Department Heads, County Judge, County Commissioners, other employees and the general public.

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 system, and rewriting 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
- Operates department pickup truck to travel to work sites.

Other Important Duties*

Performs such other related duties as may be assigned.

Required Knowledge, Skills & Abilities

- High school diploma or GED
- 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, valid Texas driver's license applicable to job responsibilities, and good driving record.
- Job duties require heavy work: moving objects weighing up to 50 lbs. (tools, equipment, supplies, furniture, etc.) by lifting, carrying, pushing, and/or pulling.
- Duties also require regular walking and/or standing; climbing ladders, working with tools, electrical equipment, other equipment and machinery.
- Appropriate safety precautions must be observed.

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.

Applications may be downloaded from the Kenedy County website at www.co.kenedy.tx.us (Click on Employment Opportunities) or picked up from the Kenedy County Judge's Office, located at 151 N. Mallory St, Sarita, TX. An application MUST be submitted by email: GSalinas@co.kenedy.tx.us or hand delivered to the Kenedy County Judge's Office. Applications for this position will be taken until September 30, 2024.