

Job Description: FULL-TIME CUSTODIAL/MAINTENANCE

CLASS NO.

EEOC CATEGORY: Service-Maintenance

PAY GROUP:

FLSA: Non-Exempt

SUMMARY OF POSITION:

Performs maintenance and cleaning of Bee County facilities and grounds. Duties include varied general maintenance of facilities, grounds, and attendance at events, as necessary.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Bee County Maintenance Supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other County employees, and occasionally with the general public.

EXAMPLES OF WORK:

***Essential Duties:**

- Performs maintenance on all Bee County facilities including, but not limited to, Expo Center
- Performs minor plumbing, electrical, and air conditioning repair;
- Performs carpentry repairs and paints as necessary;
- Prepares auditorium for events, including furniture set-up and cleaning;
- Mops, sweeps, and waxes floors, when used as a floater;
- Cleans and sanitizes restrooms, when used as a floater;

*For the purpose of compliancy with the Americans with Disabilities Act Amendments Act (ADAAA) this job description does not take into account potential reasonable accommodations.

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Performs various grounds keeping duties, including trash pick-up, mowing, pruning, and edging; and attends and monitors events as necessary.

***Other Important Duties:**

May also be required to work with or alongside Community Service and/or other Bee County entities. Performs other related duties as may be assigned by Maintenance Supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Techniques and equipment used in general maintenance, custodial, and grounds keeping work, to include electrical, carpentry, air conditioning, and plumbing repairs.

Skill/Ability to: Evaluate the need for various repairs and maintenance; apply good judgment to various problems; understand and communicate written and oral instructions to others; and, establish and maintain effective working relationships with County personnel and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING:

Ability to read and write, plus one year of general maintenance experience;
Or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

WORKING CONDITIONS:

***Physical Conditions:**

May require standing or sitting for prolonged periods of time; stooping or bending during assigned activities; lifting and carrying moderate to heavy materials, equipment, furniture or boxes up to 60 lbs., or more.

CERIFICATES AND LICENSES REQUIRED:

Valid Texas Driver's License

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