

## HAYS COUNTY JOB DESCRIPTION

Job Code: 0200  
Grade: 110  
FLSA: Nonexempt  
Phone allocation

Prepared by: Maintenance Department & HR  
Date Prepared: April, 2001  
Date Revised: 03/09, 01/12, 10/12, 10/15

### Facility Maintenance

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Summary

Under close supervision, the Facility Maintenance worker performs building and grounds maintenance in and around Hays County providing a clean, safe and aesthetic environment for the facility. This position performs a variety of maintenance duties such as painting and structural repairs in order to keep the County buildings in good state of repair and make sure the buildings are maintained properly. This position involves treating a variety of problems and situations and has an immediate impact on the operation of the facility maintenance functions of the county, which may include the well being of the employees and citizens of Hays County.

#### Responsibilities

- Cleans and maintains the interior of buildings.
- Responds to work orders, troubleshoots the problem and makes the necessary repairs.
- Replaces light ballasts, bulbs and other fixture repairs.
- Repairs or replaces toilets, water faucets and other plumbing fixtures.
- Welds chairs that break.
- Puts small work stations together.
- Paints holding cells, walls or anything else that needs painting.
- Cleans windows and replaces broken windows.
- Cleans the parking lot and parks cars.
- Mows the lawn areas.
- Serves in on-call status during work shift to address building maintenance needs in the offices Hays County.
- Delivers office supplies throughout the County offices.
- Delivers mail throughout the County offices.
- Restores tile floors.
- Performs custodial cleaning, sweeping and trash removal.
- Performs landscaping and yard work.
- Performs light carpentry work, painting and sanding.
- Buffs, strips and waxes tile floors.
- Move desks, tables, chairs and other furniture.
- Dust mops and wet mops floors.
- Cleans equipment after use.
- Supervises and completes paperwork on Community Service workers.
- Performs renovation work on exiting buildings.
- Performs new construction work.
- Paints over graffiti.
- Patches carpet.
- Repairs and/or re-hang doors.
- Operates a variety of equipment, including vehicles, table saw, skill saw, miter saw drill, belt sander, riding and push mower, weed eater, and other related equipment.
- Uses extra precautions while cleaning areas in the County health building that may be contaminated.
- Maintains and cleans vehicles, including washing, changing oil and filters, flushing fluids, and other related service.

- Rearranges walls and converts offices.
- Tapes, floats and textures dry wall and paints.
- Installs new ceilings and performs metal stud framing work.
- Adheres to safety regulations to remain in compliance with the Americans with Disabilities Act.
- Performs other duties as assigned.

### **Knowledge Required**

- Exceptional knowledge of Hays County regulations, policies and procedures.
- Exceptional knowledge of the principles and practices of preventative maintenance procedures.
- Exceptional knowledge of the building maintenance trades including carpentry, roofing, plumbing, electrical, HVAC and grounds keeping.
- General knowledge of the locations and uses of Hays County buildings.
- General knowledge of the principles and mechanics of heating, ventilation and air conditioning equipment.
- General knowledge of principles and mechanics of plumbing fixtures in a facility.
- General knowledge of radio procedure.
- General knowledge of general construction and renovation techniques.

### **Required Skill**

- Exceptional skill in performing semi-skills to skilled trades work.
- General skill in interacting with people in all levels of the organization.
- General skill in the safe operation of power tools.
- General skill in time management.
- General skill in establishing and maintaining effective working relationships with County staff and the general public.
- General skill in reading and interpreting blueprints, diagrams and schematics.
- General skill in customer relations.
- General organizational skills.
- General skill in expressing oneself clearly and concisely, both orally and in writing.

### Education and/or Experience

**Any combination of experience or training may be substituted on a year for year basis.**

- Requires High School diploma or equivalent.
- Two years of general trades maintenance experience.

### Other Qualifications, Certificates, Licenses, Registrations

- Class C Drivers License.

### **Supervision**

- The Facility Maintenance worker is required to satisfactorily perform the above duties and will be evaluated for technical soundness, accuracy and completeness.
- The Facility Maintenance worker is responsible for carrying out recurring assignments independently.
- The Lead Facility Maintenance employee assists this position with assignments, deviations, problems and unfamiliar situations and monitors progress.

### **Guidelines**

The Facility Maintenance worker must use judgment in locating and selecting the proper policies, precedence, and procedures for application to specific cases or problems. The employee may also determine which of several established alternatives to use and may recommend changes or improvements in the guidelines. Situations to which the existing guidelines cannot be applied without significant deviations are referred to the Lead Facility Maintenance employee. This position must have a strong work ethic. The Facility Maintenance worker must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude. Employee must be available to communicate with others while conducting their job.

### **Emotional Demands**

The Facility Maintenance worker uses judgment in interpreting and adapting guidelines. This employee uses these guidelines for application to specific cases and problems. The Facility Maintenance worker meets with contacts in a structured setting at Hays County facilities. The contacts are generally

cooperative however, this position may have to persuade, influence, motivate or control situations where individuals may be fearful, skeptical or uncooperative.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Stand and or walk almost the entire work shift.
- Occasionally kneel, stoop or climb ladders.
- Maneuver in small places, position oneself in unusual and often inconvenient positions.
- Work with and around high electrical charges and other potentially dangerous conditions.
- Occasionally lift and move objects weighing up to 100 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **Work Environment**

While performing the duties of this job, the employee works in electrical hazards, plumbing situations, sanding dust and other airborne and unpleasant working conditions. The work involves everyday risks or discomforts requiring normal safety precautions and may be required to use personal protective equipment.

### **Acknowledgement**

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employment of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

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Employee Signature

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Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position: