

FACILITIES MAINTENANCE ASSISTANT

CLASS NO. 1603

EEOC CATEGORY: Service-Maintenance

PAY GROUP: 12

FLSA: Non-Exempt

SUMMARY OF POSITION

Performs daily custodial and maintenance operations at the following county facilities: County Courthouse at 1700 7th Street, Bay City, TX 77414; County of Matagorda Office Building (CMOB) at 2200 7th Street, Bay City, TX 77414; and County Tax Office Building (CTOB) at 1801 7th Street, Bay City, TX 77414.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Facilities Maintenance Supervisor; may receive direction from County Judge and/or Executive Secretary, CMOB Supervisor, and CTOB Supervisor.
2. **Directs:** This is a non-supervisory position. May serve as project leader and provide direction to Part-Time Employees, community service volunteers, Adult (CSCD) Probationers, and Trustees from Matagorda County Jail.
3. **Other:** Has daily contact with co-workers, other county employees, and the general public.

EXAMPLES OF WORK¹

Essential Duties

Performs general maintenance work on equipment and determines proper adjustment of air conditioning equipment, including changing filters, cleaning vents and temperature and pressure gauges, and adjusting as necessary to ensure proper operation;

Works with and directs activities of individuals assigned to county facilities for community service by the Adult Probation (CSCD) Department;

Works with and directs Trustees on assignment from Matagorda County Jail;

Transports equipment, furniture, and related supplies, between offices and office buildings as necessary;

Inspects rest rooms, floors, offices, and grounds for completion of cleaning and maintenance tasks assigned and ensures proper cleanup of equipment by work crews;

¹ For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.

Empties trash receptacles, changes light bulbs, and fills vending machines;

Performs minor repairs to plumbing, lights, floors, etc. as needed;
Sweeps and cleans sidewalk, stairways, and curb areas around building;
Mows and trims grass;

Waters lawn areas and planter boxes sufficiently to keep them in good condition;

Plants flowers and weeds flower bed areas as instructed;

Trims trees and bushes and rakes leaves as needed, properly disposing of trimmings.

Removes oil spots at county facilities and flushes garage area of courthouse as directed;

Performs janitorial duties as needed due to unforeseen circumstances or when janitorial services must be augmented;

Assists maintenance supervisor in performing various tasks as needs arise; and

Picks up trash on or around the grounds and parking areas of the county facilities and disposes of it appropriately.

Other Important Duties

May receive project requests from County Department Heads in the absence of Facilities Maintenance Supervisor; and

Performs such other related duties as may be assigned.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT²

Environment: The employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate but may become very loud due to equipment.

Physical: Primary functions require sufficient physical ability to walk, stand, sit, stooping, bending, kneeling, crouching, reaching, and twisting; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized tools and equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

² Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Knowledge of: the safe operation of grounds maintenance equipment.

Skill/Ability to: understand and follow instructions; establish and maintain effective working relationships with co-workers, other county employees, and the general public; learn the safe operation of power and hand-operated equipment used mowing, trimming, and maintaining grounds around county buildings; tolerate outside working conditions, including exposure to adverse weather conditions; and maintain good driving record

ACCEPTABLE EXPERIENCE AND TRAINING

No specific education or training required.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license.