

**Llano County
Employment Opportunity
Building & Maintenance Department
Maintenance Tech I – Salary \$36,498**

The Llano County Building & Maintenance Department is seeking candidates for the position of Maintenance Tech I, under the direction of the Building & Maintenance Supervisor, to perform duties that include but not limited to; general maintenance and repair of county buildings, routine preventative maintenance, assisting in repairs to mechanical equipment and utility systems, yard maintenance and custodial duties.

Other requirements to include but not limited to; ability to complete daily, weekly and monthly logs on maintenance performed, ability to operate a computer which controls and monitors mechanical equipment and utility systems, knowledge and understanding of basic safety instructions. Candidates must have a valid Texas drivers' license, attend safety courses, and must be able to add, subtract, multiply and divide in all units of measure; ability to interpret miscellaneous drawings and schematics.

Job Location: Llano County Building & Maintenance, 801 Ford St., Llano, Texas 78643
Job open: until filled

Benefits include: Retirement, Health & Dental Insurance, Vacation, Sick, & Holiday Pay

Back ground check is required

For a complete job description and application, please go to www.co.llano.tx.us. Return completed application to the Llano County Human Resource department located at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or by email to: lisa.otto@co.llano.tx.us.

For questions, please call the Llano County Human Resources @ 325-247-3009.

Llano County is an Equal Opportunity Employer

Llano County Job Description

Job Title: Maint Tech I

Base: L2

FLSA: Non-Exempt

Department: Building & Maint

EEO:08 Service Maint

Reports To: BM Supervisor

Summary:

This position performs a variety of duties to include; general maintenance and repair of county buildings, routine preventative maintenance, assisting in repairs to mechanical equipment and utility systems, yard maintenance and custodial duties.

Essential Functions:

- Performs minor repairs of all buildings and equipment; assists with major repairs under supervision of a licensed maintenance technician, repairs locks and control panel for security
- Performs general maintenance to include; changing light bulbs, air conditioning filters, windows, doors etc.
- Performs preventive maintenance on mechanical equipment as scheduled to include inspection of belts, fluid levels, filters, grease bearings, seals, cleans and inspects boiler and chiller
- Installs and or replaces electrical wiring and equipment for new services or remodels; install computer cable
- Assists with renovations/remodels to include plaster and drywall, painting, plumbing issues, irrigation systems
- Performs outside yard maintenance to include mowing, weed eating and spraying for unwanted pests

Other Duties and Responsibilities:

- Empty waste receptacles and properly dispose of trash daily
- Vacuums, sweeps and mops floors; dust office furniture weekly
- Cleans and sanitizes restrooms daily; clean mirrors
- Cleans windows monthly
- Remove tree limbs and debris, salt sidewalks as needed
- Other duties as assigned

Knowledge, Skills and Abilities:

- Ability to complete daily, weekly and monthly logs on maintenance performed
- Ability to operate a computer which controls and monitors mechanical equipment and utility systems
- Ability to operate lawn mowers, weed eaters, and chainsaws
- Ability to operate carpet cleaners
- Ability to prioritize and respond to requests
- Knowledge and understanding of basic safety instructions

Education and Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function and other duties and responsibilities satisfactorily. The requirements are representative of the knowledge, skill and ability to perform these job duties.

- Must be able to read and comprehend simple instructions and communicate with co-workers and supervisor; apply common sense understanding to carry out instructions
- Must be able to add, subtract, multiply and divide in all units of measure; ability to interpret miscellaneous drawings and schematics
- Attend safety courses
- Must have a valid Texas drivers' license
- High School diploma or GED

Physical Demands and Work Environment:

- Considerable physical activity which requires lifting, pushing, bending, stooping, stretching, climbing, crouch or crawl, use hands to finger, handle or feel, reach out, talk and hear
- Exposure to moving mechanical parts and cleaning chemicals, fumes or airborne particles, toxic or caustic materials
- Must lift and or move up to 100 pounds
- Exposure to wet and or humid conditions, cold and hot weather, high precarious places
- Specific vision required to include close vision, distance vision, color vision and depth perception
- Risk of electrical shock and vibration

This job description does not constitute an employment between Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.

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

Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Llano County for the position of _____ and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

Employee's Signature

Date