

Job Description: ASSISTANT MAINTENANCE TECHNICIAN

CLASS NO. 806

EEOC CATEGORY: Service-Maintenance

PAY GROUP: 108

FLSA: Non-exempt

SUMMARY OF POSITION:

Performs construction, reconstruction, installation, repair and preventative maintenance of County buildings, facilities and equipment. Maintains buildings, facilities and equipment in efficient and workable condition relative to heat, light, power, air conditioning, plumbing and other broad environmental factors. Required to provide hand tools necessary to perform basic job duties. Works in coordination with the Maintenance Technician regarding some tasks.

ORGANIZATIONAL RELATIONSHIPS:

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

EXAMPLES OF WORK:

Essential Duties*

Performs installation, repairs, replacement and/or maintenance of county facilities and equipment; including assisting on HVAC systems, assisting with electrical wiring, generators, light fixtures, drinking fountains, ice machines, stoves, ovens, refrigerators, etc.;

Assists Maintenance Technician with installation of HVAC units and/or components located in or on county buildings;

Assist in performing a variety of electrical and plumbing installations, repairs and maintenance;

Performs a variety of carpentry duties, including construction of walls, doorways and ceilings and installation of sheetrock, ceiling tile and floor coverings;

Performs texturing, painting, finishing and refinishing;

Performs tasks assigned in conjunction with preventive maintenance programs established by the Department;

Loads, transports and unloads necessary tools, materials and equipment for assigned projects;
Perform other duties as assigned.

* for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

CLASS NO. 806 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: skills, techniques and equipment used in general maintenance and construction activities; including, but not limited to, minor electrical repair and installation, plumbing repair and installation, assisting with HVAC repair and preventive maintenance and structural repair of buildings.

Ability to: read and understand construction and utility diagrams; understand and follow written and oral instructions and request clarification when needed; safely operate and maintain tools and equipment associated with job duties; establish and maintain effective working relationships with personnel from all county departments, vendors, and the general public; maintain Texas Driver License and good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation, or its equivalent;

One (1) year related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

Valid Texas Drivers License.