

## **Job Description: Expo Maintenance**

**CLASS NO.**

**EEOC CATEGORY:**

**PAY GROUP:**

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

Position requires maintenance and cleaning of Expo Facility. Requires on-call maintenance to Expo Facility on rotating schedule. Performs routine and extensive preventive maintenance and repair procedures on Expo buildings, mechanical equipment, and utility systems.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Bee County Judge
2. Directs: None
3. Other: Has contact with other county employees and the general public.

### **EXAMPLES OF WORK:**

#### **Essential Duties:**

- Performs minor and major repair of all Expo buildings and equipment (except those repairs requiring a licensed contractor)
- Performs preventive maintenance procedures on building mechanical equipment and vehicles on a scheduled basis; inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts.
- Responds to various maintenance requests as required.
- Replaces broken windows; repairs doors, door locks and closets; installs window blinds.
- Completes daily, weekly and monthly checklists on buildings and equipment and maintains records of scheduled maintenance procedures.
- Performs all cleaning duties for all Expo facilities, including but not limited to mopping, sweeping, waxing floors, cleaning and sanitizing restrooms.
- Performs carpentry repairs, including but not limited to repairing plaster and drywall; painting building structures.
- Assists county officials and departments in moving furniture and equipment.
- Maintains records of scheduled maintenance procedures.
- Pricing research and/or bid procurement for supplies, maintenance, equipment, tools, repairs, and building improvements.
- Works with Maintenance Supervisor and County Judge's office to make and process purchase orders for all bills in accordance with yearly budget.
- Maintains building, grounds, and cleaning supplies within County budget.
- Prepares county facilities for events, including arranging tables and chairs, cleaning and all special needs.
- Provides on-call duties including customer service for lessees and event coordinators at the Expo Center including site orientation, safety guidelines, and repairs.

- Performs various grounds keeping duties including trash pick-up, mowing, pruning, and edging and chemical application of weed and pest control.
- Work after hours and weekends as needed.
- All other duties as directed by County Judge.

**Other Important Duties:**

- Performs all duties and use of equipment within safety guidelines.
- Good work ethic and pride of workmanship.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:*

- 1) techniques and equipment used in general maintenance, including electrical, carpentry, air conditioning and plumbing repair;
- 2) basic computer operating systems; and
- 3) custodial and grounds keeping work.

*Skill/Ability to:*

- 1) evaluate the need for various repairs and maintenance;
- 2) apply good judgment to varied problems;
- 3) understand written and oral instructions;
- 4) maintain county equipment and supplies within allotted budget;
- 5) read and write;
- 6) and establish and maintain effective working relationships with other county personnel and general public.

**MISCELLANEOUS REQUIREMENTS/ABILITIES**

- Abstain from taking illegal drugs or substances which impair judgement.
- Maintain personal appearance, conduct and habits that reflect favorably on Bee County.
- Maintain confidentiality of information.
- Observe county safety requirements.
- Phone for 'on call duty'.
- Reliable transportation to and from work.
- Ability to lift 75lbs.
- Good customer service skills.
- Must have valid driver's license.
- Ability to work well as a team and with others.
- Ability to work well under pressure with time constraints.
- Attend meetings and provide feedback as needed.