



**THE COUNTY of RUNNELS**  
Courthouse Square ♦ 613 Hutchings Avenue  
Ballinger, TX 76821  
*(Runnels County is an equal opportunity employer.)*

## **COURTHOUSE MAINTENANCE WORKER**

**CLASSIFICATION:** FULL TIME  
**SALARY:** \$36,000.00/year + excellent benefits  
**START DATE:** November 18, 2024

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### **JOB DESCRIPTION**

Runnels County is hiring a responsible and reliable individual for maintenance of the courthouse and courthouse annexes. This position falls under the supervision of the county judge. The chosen applicant will be working under an experienced county maintenance worker and will be expected to perform various duties. This position will also involve a variety of environments including all types of weather, high places and tasks such as climbing ladders and courthouse stairs.

### **GENERAL DUTIES:**

- Ability to use common tools such as hammers, saws, drills, wrenches, chainsaw, weedeater and lawnmower.
- Performing preventative maintenance.
- Handling basic repairs and maintenance for county buildings and equipment including, but not limited to, plumbing and electrical repairs.
- Accompanying contractors when professional repairs are necessary.
- Diagnosing mechanical issues and correcting them.
- Inspection of equipment, machines or structures and repairing as necessary.
- Lawn and tree maintenance.
- Janitorial duties.
- Other duties as assigned.

### **MAINTENANCE WORKER REQUIREMENTS**

- Proven maintenance experience.
- High school diploma or GED.
- Skilled in the use of hand, power tools, chainsaw and lawn equipment.
- Ability to take apart machines, equipment or devices to remove and replace defective parts.
- Experience performing routine maintenance.
- Strong organizational and follow-up skills.
- Eye for detail.
- Professional presentation and attitude.
- Ability to follow instructions.
- Ability to maintain focus while working individually.
- Strong “time-management” skills.
- Some heavy lifting is required (up to 50 lbs).