|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title: | Building Technician | | Immediate Supervisor: | Lamar County Commissioners:  K. Washington, Maintenance |
| Department/Group: | Maintenance | | Position Type: | Full-Time |
| Hourly Rate | Up to $19.72 HR | | Date posted: | April 15, 2025 |
| Contact: | Michele Creighton | | Posting Expires: | April 29, 2025 |
| Lamar County is an Equal Opportunity Employer  Persons with disabilities are encouraged to request assistance during the application process. Please call the Lamar County Auditor’s Office at 903-737-2486 to request assistance. | | | | |
| Applications can be picked up at the Sheriff’s Department or on the website http://www.co.lamar.tx.us | | | | |
| FAX OR EMAIL:  903-737-2451  lamarcohr@co.lamar.tx.us | | Mail:  Lamar County Auditor’s Office  119 N Main Room 110  Paris, TX 75460 | | |
|  | | | | |
| **JOB SUMMARY:**  Provide electrical, plumbing, heating, air conditioning and general maintenance skills to ensure that the courthouse, sheriff department, county jail and annex buildings are in good mechanical and operational conditions. This includes preventative maintenance and urgent repair needs. Supervises contract workers, probation workers, and inmates. Provides counsel to Building Superintendent and Commissioners Court regarding facility issues.  **EDUCATION AND KNOWLEDGE**   * Graduate of an accredited high school or G.E.D. equivalent. * Experience in the field with an ability to supervise, troubleshoot and repair. * Must have or obtain a Texas Driver License Class C. * Competent typing, computer operating, and scanning skills. * Ability to work without supervision, and to work and communicate well with others. * Proficient in communication and comprehension skills with the ability to deal efficiently with the public. * Regular attendance and timeliness at the worksite is required.   **Essential Job Functions:**   * Troubleshoot, repair and replace electrical, plumbing, heating, and air conditioning equipment. * Oversee contractor repair on all buildings as needed. * Ability to learn and apply new information or skills. * Able to demonstrate good communication, customer service and interpersonal skills. * Able to work independently and exercise good judgement, initiative and professionalism in representing the county. * Maintain orders and pick-ups for the appropriate supplies from the lowest bidder that is needed for repair, renovations and janitorial work. * Performs equipment and facility repair as needed. * Oversees and participates in painting, remodeling, maintenance and building repair. * Performs mandatory safety tests, making sure necessary safety inspections by outside contractors are completed as required, and proper records are maintained. * Creates project timelines with estimation of necessary costs of materials and labor for alterations, remodeling and installation projects. * Planning, directing, coordinating and budgeting for all county buildings and property maintenance and repair. This includes supervising, hiring personnel, vendor selection and contract negotiation. * Ensures that facilities meet government regulations and environmental, health and security standards. * Ensures the observance of safety regulation, including all MSDS, standards and laws. * Regulate building temperature. * Proficiency in the use of Windows and Microsoft Office based programs. * Ability to define problems, collect data, establish facts, draw valid conclusions and solve problems. * Maintain good quality of work performance while demonstrating economic use of supplies and proper care of equipment. * Perform such other tasks as may be assigned within the parameters of the job analysis. * Demonstrate safety precautions in job execution in order to minimize on-the-job accidents. * Any other duty as assigned by the supervisor, within the scope of the department.   **WORKING CONDITIONS**   * Required to wear non-slip, closed toe shoes while on duty. * May be required to wear a uniform. * Must be able to remain in an upright, stationary position 50% of the time. * Sufficient measures of electricity in use can potentially cause harm. * Must be able to go up and down stairs frequently. * Regular bending and standing as needed on a daily shift. * Must have strength to push, pull or lift objects to 50 pounds on a frequent basis. * Flexibility to bend, twist, reach; mobility to climb, crawl, walk; dexterity to operate machinery and tools on uneven surfaces, etc.; stamina to exert self throughout the day in all weather conditions. * Job may require exposure to extreme temperature, vibrations, loud continuous noises, offensive smells, dust, dirt and water. * Job may require exposure to hazards from moving equipment, insect bites, flying objects, slippery surfaces and hazardous materials. * Subject to working hours beyond the normal work period including weekends and holidays. | | | | |  |  |  |