



ECTOR COUNTY, TEXAS HUMAN RESOURCES DEPARTMENT

COLISEUM MAINTENANCE SPECIALIST ECTOR COUNTY COLISEUM

The Ector County Coliseum is in need of a Maintenance Specialist. The Specialist will be under the general supervision of the Coliseum Director.

PRIMARY DUTIES: Daily walk-through of all building and facilities to assess maintenance needs. Report any damages or non-functioning equipment (plumbing, HVAC, electrical or doors.) Make repairs as needed or schedule needed Technician with director approval. Report daily to director any problems or needs. Provide any carpentry work, drywall repair, painting, and flooring, ceiling tile replacement or any other repairs necessary to keep facility in top condition for daily operations. Keep Shop and storage facilities organized and maintain tool inventories and equipment repairs. Maintain written documentation of all projects and repairs. Help other staff and employees as needed. Work responsibilities include (but are not limited to): erecting of walls and ceiling grids, sheet rocking, floating and texturing of walls, installing doors, door hardware, repairing door locks, replacing door closures, painting, replacing batteries in flush valves, paper holders, unclogging drains, rollup doors repair, replace damaged ceiling tiles. Any other repair to keep facility in top condition for daily operations. Perform any other duties designated by Coliseum Director.

QUALIFICATIONS: High school diploma or equivalent trade school. Must have a valid Texas Driver's License with an insurable driving record. A minimum of 3 to 5 years' experience in construction and maintenance. Have skills in multiple trades. Effective interpersonal skills to work with other department's employees, department heads, contractors, and supply house. Be service oriented. Be self-motivated and able to work alone when needed. Good writing skills and oral communication skills. Forklift and skid steer operation a plus, or willingness to acquire those skills. Be able to follow instructions and complete task in a timely manner.

SALARY: \$25.67 p/h plus excellent benefits; 40 hours per week; Monday thru Friday 8:00 a.m.-5:00 p.m.

DEADLINE FOR APPLICATIONS: UNTIL SUFFICIENT APPLICATIONS HAVE BEEN SUBMITTED FOR CONSIDERATION.

Please apply at <https://ectortx.seamlessdocs.com/f/EmploymentApplication> or in person at the Human Resources Department, Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

Notice: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.