



CERTIFIED

JUL 23 2015

By Webb County
Civil Service Commission

Building Maintenance Worker
Building Maintenance

BM/16
Pay Grade: 10

JOB SUMMARY

This position is responsible for assisting in the repair and maintenance of county buildings.

MAJOR DUTIES

- Assists in the installation, maintenance and repair of electrical components.
- Assists in the installation of cable, pipe and wiring.
- Assists in the completion of plumbing and carpentry maintenance and repair as needed.
- Assists in the installation, repair and maintenance of doors and locks.
- Paints interior and exterior surfaces.
- Changes light bulbs and ballasts.
- Responds to after-hours emergencies.
- Moves furniture.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of building repair and maintenance principles.
- Knowledge of the tools and equipment used in building repair and maintenance.
- Knowledge of department policies and procedures.
- Skill in diagnostic troubleshooting.
- Skill in the operation of job-related tools, vehicles and equipment.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Building Maintenance Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related maintenance duties. Inclement weather contributes to the complexity of the position.
- The purpose of this position is to assist in the maintenance and repair of county buildings. Success in this position ensures safe and well-maintained buildings and facilities.

CONTACTS

- Contacts are typically with coworkers, vendors, contractors, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office, stockroom, warehouse, and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

MINIMUM QUALIFICATIONS

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for three years.
- Must have a high school diploma or GED from an accredited institution.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date