



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602  
(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b>  <b>Lead Maintenance Worker</b>	<b>Opening Date:</b>  <b>June 11, 2019</b>	<b>Application Deadline:</b>  <b>Open Until Filled</b>	<b>Job Posting #:</b>  <b>19135</b>
<b>Department:</b>  <b>General Services</b>	<b>Starting Salary:</b>  <b>\$13.95 to 15.95/hr</b>	<b>Location:</b>  <b>Bastrop, Texas</b>	<b>Travel:</b>  <b>As needed</b>

## **INTERNAL/EXTERNAL JOB POSTING**

**BRIEF JOB DESCRIPTION:** Under the general supervision of the Director of General Services & the Assistant General Services Director, this position performs highly advanced (senior-level) restoration, renovation, and maintenance work. Will perform a wide variety of responsible and complex maintenance and mechanical activities to ensure safe and continuous operations of County buildings and facilities. Work involves building repair, including painting, plastering, and construction; plumbing, electrical, structural, and heating and cooling system repair; and assembly and transportation of materials to and from various County offices and locations. This position is responsible for assigning and/or supervising the work of others, including exercising functional and technical supervision over lower level maintenance, custodial and landscaping personnel; this position will be expected to lead, train, and organize staff and assignments, and to interpret, perform, explain, and enforce department policies and procedure.

**GENERAL KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to oversee and evaluate the work of staff responsible for maintenance, custodial, and landscaping of County buildings and facilities, including checking for accuracy, proper work methods, and techniques and compliance with applicable safety standards and specifications. Perform complex maintenance of County owned buildings, which may include plumbing, electrical, structural, heating, and cooling systems repair; painting, plastering, construction, and installation and removal of seasonal decorations; and assembly, repair and transportation of various county materials and property necessary for assignments. Supervises the use of, and operates various hand and power tools used in building maintenance.

**MINIMUM QUALIFICATIONS:** Minimum of three years general maintenance experience, including any combination of experience and training that would likely provide the required knowledge, skills, and abilities necessary to perform the essential job functions. High School Diploma. Valid Texas Driver's license.

**WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:** Will work in both indoor and outdoor environments and will be required to travel from site to site. Will be exposed to dust and dirt, repeated bending, prolonged walking, and potentially hazardous chemicals and materials. Must be able to lift and carry materials up to (50) fifty lbs.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be completed online at: <https://na3.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914> A resume will be considered, but will not be accepted in lieu of application. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>.



## **BASTROP COUNTY, TEXAS**

### **Job Description**

*Job Title: Lead Maintenance Worker*

**Department:** General Services

**FSLA Status:** Non-Exempt

**Reports To:** Director of General Services

**SUMMARY:** Under the general supervision of the Director of General Services & the Assistant General Services Director, this position performs highly advanced (senior-level) restoration, renovation, and maintenance work. Will perform a wide variety of responsible and complex maintenance and mechanical activities to ensure safe and continuous operations of County buildings and facilities. Work involves building repair, including painting, plastering, and construction; plumbing, electrical, structural, and heating and cooling system repair; and assembly and transportation of materials to and from various County offices and locations. This position is responsible for assigning and/or supervising the work of others, including exercising functional and technical supervision over lower level maintenance, custodial and landscaping personnel; this position will be expected to lead, train, and organize staff and assignments, and to interpret, perform, explain, and enforce department policies and procedures.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Director of General Services & the Assistant General Services Director;

Exercises supervision over lower level maintenance, custodial and landscaping personnel and Community Service Restitution (CSR) worker(s).

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Oversees and evaluates the work of staff responsible for maintenance, custodial, and landscaping of County buildings and facilities, including checking for accuracy, proper work methods, and techniques and compliance with applicable safety standards and specifications.
2. Trains assigned employees in proper construction methods and techniques of the set up and use of equipment within their area(s) of work including repair, paint, plaster, cleaning, landscaping and various other maintenance related assignments and/or duties;
3. Performs complex maintenance of County owned buildings, which may include plumbing, electrical, structural, heating, and cooling systems repair; painting, plastering, construction, and installation and removal of seasonal decorations; and assembly, repair and transportation of various county materials and property necessary for assignments. Supervises the use of, and operates various hand and power tools used in building maintenance;
4. Provides estimates of time, materials, and equipment required for assigned jobs, and requisitions materials as required and collects materials from vendors. Expedites materials necessary for assignments and maintains records of all purchases for Director;

5. Maintains, cleans and repairs maintenance equipment, including all hand and power tools, custodial and mechanical equipment, and motor vehicles used through out the department;
6. Ensures adherence to safe work practices and procedures, and reports unsafe conditions;
7. Responds to the public in a courteous manner; provides information within the area of assignment;
8. Subject to emergency call-in, weekend, and/or holiday duty as directed by supervisor;
9. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
10. Maintains confidentiality and security of all courthouse property, information and systems;
11. Performs related work or duties as assigned by the General Services Director.

**OTHER FUNCTIONS:** Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Methods and techniques of leadership, training, and supervision of staff;  
Operational characteristics of building maintenance and equipment repair;  
Practices, methods, materials, and tools used in general construction and maintenance work;  
Plumbing, electrical, structural, heating and cooling systems repair;  
Painting, plastering and renovation techniques;  
The operation and routine maintenance of motorized equipment including pickup trucks;  
Methods and techniques of custodial maintenance;  
Operational characteristics of cleaning equipment and tools;  
Standard office policies, procedures, and equipment;  
Bastrop County policies and procedures.

**Ability to:**

Lead, organize and review the work of staff in the area of work assigned;  
Perform various manual tasks for extended periods of time and in unfavorable weather conditions;  
Perform heavy manual labor as required by the essential job functions;  
Independently perform the most difficult and complex building maintenance and repair;  
Interpret, explain and enforce department policies and procedures;  
Operate a variety of hand and power tools and maintenance equipment in a safe and effective manner;  
Perform a full range of maintenance and repair duties as required;  
Establish and maintain effective working relationships with those contacted in the course of work;  
Operate equipment required to perform essential job functions;  
Establish and maintain effective working relationships with those contacted in the course of the job;  
Work independently in the absence of supervision;  
Work in a safety-conscious environment and to follow and promote good safety practices;  
Organize and review the work assigned;  
Perform multiple tasks simultaneously in a timely manner;

Learn, understand, and apply pertinent laws, rules, and regulations;  
Understand and follow verbal and written instructions;  
Communicate clearly and concisely, both verbally and in writing;  
Maintain confidentiality of information encountered in work activities at all times.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others; Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Effectively handle a work environment and conditions which involve:

Exposure to various weather conditions; working closely with others; working outside normal business hours and in hours of darkness; exposure to moving mechanical parts; exposure to electrical hazards; and working in or near water including creeks and ditches; Frequent exposure to dust, dirt, fumes, animal waste, grasses, weeds and other vegetation, chemicals used for cleaning and landscaping, and exposure to airborne particles.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, stooping or standing for long periods of time; lifting materials in excess of 50 pounds; carrying materials in excess of 100 pounds; climbing, crawling, squatting, kneeling, and running; working on uneven and/or slippery surfaces; and performing heavy manual labor.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

Handling exposure to potentially hostile individuals;  
Working independently with limited supervision;  
Handling stressful situations;  
Effective interaction and communication with others;  
Prepare clear and concise reports;  
Making sound decisions in a manner consistent with the essential job functions;  
Maintaining confidentiality of information encountered in work activities at all times.

**EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Minimum of (3) three years of increasingly responsible general maintenance experience;  
Any combination of experience and training that would likely provide the required knowledge, skills, and abilities necessary to perform the essential job functions.

**Education:**

High School diploma or equivalent.

**Licensing:**

Possession of a valid Texas driver's license; must maintain a safe driving record.

**SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

**\*\*\* This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.*