

**Llano County Building & Maintenance Department
Employment Opportunity
Entry Level Maintenance Tech – Annual \$32,130**

The Llano County Building & Maintenance Department is accepting applications for an entry level Maintenance Technician. This is a full-time position under the direction of the Building & Maintenance Supervisor. The Maintenance Tech performs routine and extensive preventative maintenance and repair procedures on County buildings, mechanical equipment and utility systems, as well as performs yard maintenance and spraying of unwanted pests including, spiders and bugs.

Job Location: Llano County (Various locations)
Job open until filled

Benefits include: Health & dental, Retirement, Vacation, Sick and Holiday Pay

Back ground check is required

For a complete job description and application, please go to www.co.llano.tx.us. Return completed application to the Llano County Human Resource department located at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or by email to: lisa.otto@co.llano.tx.us.

For questions, please call the Human Resources Office @325-247-3009.

Llano County is an Equal Opportunity Employer

Llano County Job Description

Job Title: Maintenance Tech

Base: L1

FLSA: Non-Exempt

Department: Building & Maintenance

EEO: 08 Service Maintenance

Reports To: BM Supervisor

Summary:

Performs routine and extensive preventative maintenance and repair procedures on County buildings, mechanical equipment and utility systems. Performs yard maintenance and spraying of unwanted pests including, spiders and bugs.

Essential Functions:

- Performs minor and major repair of all buildings and equipment. (Major repairs are performed under the direct supervision of a licensed maintenance worker)
- Performs preventative maintenance procedures on mechanical equipment on a scheduled basis; inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc., repairs or replaces broken parts
- Cleans and inspects boiler and chiller as well as all air conditioning units throughout the County
- Replaces broken windows, repairs doors, door locks and closets; install window blinds
- Completes daily, weekly and monthly logs on building maintenance of work performed and completed, maintains records of scheduled maintenance logs
- Ability to operate a computer which controls and monitors mechanical equipment and utility systems
- Installs electrical wiring and equipment; new electrical services, wiring during remodeling projects; replaces and repairs wiring as needed
- Repairs electrical equipment and control circuits; replaces faulty electrical switches; repairs refrigeration equipment
- May repair electrical locks and control panels to maintain building security
- May install computer cable
- Responds to emergency maintenance requests as required
- Assist with the renovation/remodeling of buildings; repairs plaster and drywall; painting of building structures
- Repairs plumbing issues that arise to include; troubleshooting and repairing irrigation systems; backed up toilets
- Performs outside custodial duties such as; removing tree limbs and salting sidewalks as required
- Replaces light bulbs and air filters as scheduled
- Ability to operate lawn mowers, weed eaters and chain saws
- May obtain estimates for supplies, repair and order parts as needed
- Ability to coordinate projects with other entities, public service workers and County personnel

- Follow basic safety instructions
- Other duties as assigned

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements are representative of the knowledge, skill and/or ability required.

- Language – ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence, effectively present information in one-on-one small group situations to other employees
- Mathematical – ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to interpret miscellaneous drawings and schematics
- Reasoning – ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations
- Must have a valid Texas Drivers' License
- High School Diploma or GED

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions on this job
- While performing the duties on this job, the employee is frequently required to stand, walk, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and talk and hear
- The employee is occasionally required to sit
- The employee must frequently lift and/or move more than 100 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
- While performing the duties of this job, the employee is frequently exposed to moving mechanical parts
- The employee is occasionally exposed to wet and/or humid conditions, hot and cold weather; high precarious places, fumes or airborne particles, toxic or caustic chemicals; rich of electrical shock and vibration

This job description does not constitute an employment between Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Llano County for the position of _____ and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

Employee's Signature

Date