

GILLESPIE COUNTY
Job Posting Announcement

Posting Date: 10.09.2023

Closing Date: Until filled



Position/Class Title: Facilities Technician

Department: Facilities Maintenance Department

Supervisor: Facilities Maintenance Supervisor

Pay Grade: 11

Rate: \$20.00 per hour

Employment Status: Non-Exempt

GENERAL DESCRIPTION

The Facilities Technician assists the Facilities Supervisor with performing a wide variety of maintenance activities in order to maintain and improve proper functions, safety and appearance of county buildings, facilities and grounds. These activities include the performance of electrical, plumbing, carpentry, masonry and painting as well as service and/or repair of heating, air conditioning and related systems. This position will also include the performance of light construction and / or remodel on county buildings, facilities and grounds.

ESSENTIAL JOB DUTIES:

Essential duties/functions, under the supervision of the Facilities Supervisor, may include but are not limited to the following areas:

BUILDING and FACILITIES MAINTENANCE

- Perform scheduled maintenance and/or repairs to the heating and air conditioning / cooling systems.
- Replace light bulbs.
- Replace / repair wiring for fixtures and breakers.
- Perform scheduled maintenance and/or repairs to electrical systems.
- Perform scheduled maintenance and/or repairs to plumbing systems such as restrooms, drinking fountains, janitorial closets, and other plumbing equipment.
- Clean and service sump pumps and lift stations.
- Perform general buildings and facilities maintenance and cleaning such as carpentry, masonry and painting.
- Perform tasks with the use of proper hand and power tools in a safe and efficient manner.

GROUND MAINTENANCE

- Perform scheduled maintenance and/or repairs to irrigation systems.
- Perform general grounds maintenance such as electrical, plumbing, carpentry, masonry, painting and other related skills and duties as may be assigned or required to complete the tasks.
- Install and/or maintenance of beds, lawns and grounds.

GENERAL DUTIES:

- Drive between County properties and/or suppliers.
- Assist and support other departments as assigned.
- Maintain accurate records of maintenance performed.
- Follow safety and good housekeeping practices.

- Respond to emergency and non-emergency repairs and cleanups as needed.
- Maintain and control inventory of tools, equipment, and supplies.
- Maintain tools and equipment in clean and operational condition.
- Purchase supplies necessary to complete required tasks.
- Perform basic facilities/grounds maintenance and assist other personnel as may be assigned or required.
- Assist in locking/unlocking facilities.
- Assist other departments / county staff whenever manual labor is required such as moving of supplies, furniture, fixtures, etc.
- Assist in placement and removal of decorative items from buildings, facilities, and grounds.
- Perform other related duties / functions as may be assigned or required.
- Function with a minimal amount of supervision, meet frequent deadlines and be detail oriented.
- Attend training classes or conferences as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

The ideal candidate will have basic knowledge of the following areas:

- Electrical, plumbing, carpentry, masonry and painting
- Fire alarms and security systems

The ideal candidate will have the ability to:

- Read and understand blueprints.
- Determine the cause and need for maintenance and/or repairs and effectively carryout required tasks.
- Problem solve
- Communicate effectively both verbal and written.
- Perform work independently with minimal amount of supervision.
- Effectively deal with the public and co-workers in a professional and positive manner consistent with the requirements of being a public servant.
- Work rotating on call schedule in the evenings and weekends.

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent.
- Must be at least 18 years of age.
- Must possess or be able to obtain within 30 days of employment, a valid Texas driver's license.
- Must possess or be able to obtain within 30 days of employment, a cell phone to conduct Gillespie County business. The County offers an established allowance.
- Preference may be given to maintenance and/or technical certifications.
- Must pass pre-employment background check.
- Two years' experience in related field or an equivalent combination of education and related work experience that provides the required knowledge, skills and abilities to perform the essential duties/functions of this position.
- SECURITY REQUIREMENT - Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance. For more information on CJIS requirements, visit the Texas DPS CJIS system Access policy and chart within the documents section: <https://www.txdps.state.tx.us/SecurityReview/documents.htm>

Application Information:

An application must be completed for each position. No résumé's accepted in lieu of an application form. Applications can be downloaded from the Gillespie County "Employment Opportunities" link at <https://www.gillespiecounty.org/>

Please return completed application to:

Jennifer Doss: jdoss@gillespiecounty.org

or mail to:

Gillespie County

101 W. Main St., Mail unit #11

Fredericksburg, TX 78624

Gillespie County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.