

TO APPLY FOR THE MAINTENANCE WORKER POSITION COMPLETE THE SHERIFF'S OFFICE PERSONAL HISTORY STATEMENT AND APPLICATION

ERATH COUNTY IS ACCEPTING APPLICATIONS FOR A FULL TIME MAINTENANCE WORKER

JOB SUMMARY: The maintenance worker is a non-exempt position responsible for maintenance of all County buildings. Primary work will be performed in the Erath County Jail. Must have the ability to work independently. Maintenance worker reports directly to the Erath County Judge.

ESSENTIAL JOB FUNCTIONS:

- ◆ Monitor and maintain air conditioning, heating, plumbing and electrical equipment for proper operation in County buildings.
- ◆ Perform small repairs to electrical, mechanical, plumbing system and painting.
- ◆ Respond to maintenance within 24 hours; develop solution and complete repairs in a timely manner.
- ◆ Respond to emergency janitorial needs promptly.
- ◆ Change air filters in all County buildings.
- ◆ Develop check list for monthly, quarterly or annual equipment maintenance in Jail.
- ◆ Responsible for getting purchase orders or requisitions for maintenance repair and supplies.

Other requirements include duties as assigned within the scope of responsibility and skill required of the job.

EDUCATION, EXPERIENCE, LICENSE AND CERTIFICATIONS:

- ◆ High School graduate or equivalent.
- ◆ 3 years of experience in related field.
- ◆ Jailers certification required, within one year of employment for access to the Jail.

SKILLS, KNOWLEDGE AND ABILITIES:

- ◆ Knowledge and ability to operate cleaning equipment.
- ◆ Knowledge and ability to follow instructions regarding cleaning supplies.
- ◆ Ability to follow oral and written instructions or directions and convey information to others.
- ◆ Requires the ability to interact and communicate effectively with all County departments in a professional manner, as well as the public.

WORKING CONDITIONS: Work is performed indoors and outdoors. Occasional travel is necessary for required training and other job related duties. May be subject to a significant degree of risk due to the use of chemicals and toxic agents in performing essential functions.

PHYSICAL REQUIREMENTS: Maintenance Worker must be able to physically operate hand held and electrical equipment. Must be able to perform manual tasks and remain on feet for extended periods of time. Generally, this position requires light lifting, usually less than 10 lbs but can be up to 50 lbs. This position requires standing, bending, stooping and stretching.

Salary is set at Grade 6 and is based on experience. Salary ranges from Step 1-\$31,117.19 to Step 7-\$37,119.48. Benefits include health and dental insurance for the employee after a 90 day waiting period. Carelite insurance is provided for the employee and household family members at no cost. Erath County and employees contribute to the Texas County & District Retirement System. The County also contributes to TCDRS for a supplemental death benefit for the employee.

Vacation and sick hours are accrued each pay period and there are 13 paid holidays.

Applicant will be subject to a physical and drug screen.

This position is open until filled.