

# HIDALGO COUNTY BUILDINGS & GROUNDS

Job Title: Maintenance	FLSA Status: Non-Exempt
Department: 340	Civil Service Status: Non-Exempt

## SUMMARY

Performs a wide variety of building maintenance activities to improve the functioning and appearance of County buildings and facilities; assists with painting, plastering and performs other duties as assigned.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a variety of preventive maintenance routines on building components and facilities.
- Assists with painting and roofing work.
- Replaces and repairs electric and manual locks and keys and re-keys locks.
- Paints, plasters and cleans county owned buildings and surrounding areas.
- Gathers and disposes of trash in county buildings and facilities.
- Moves furniture, boxes, and related material when necessary.
- Sets up tables and chairs for various events.
- Cleans, strips, waxes and buffs floors: vacuums and cleans carpets.
- Unlocks and locks all buildings.
- Replaces lights and ballast as needed.
- Assists with plumbing, air conditioning, and electrical problems.
- Maintains all county yards: trash clean up, landscaping, mowing, and trimming plants and trees.
- Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs.
- Cleans grounds and removes litter.
- Plants grass, flowers, trees and shrubs.
- Waters lawn and shrubs.
- Cleans offices and restrooms.
- Performs minor maintenance repairs on buildings.
- Regular attendance;
- Ability to work well with others.
- Performs such other duties as may be assigned.

## QUALIFICATION REQUIREMENTS

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 duties and responsibilities.

### **EDUCATION and/or EXPERIENCE**

- High School Diploma or GED, preferred;
- Two (2) years of increasingly responsible general maintenance experience is preferred.
- Must be able to read and write English.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must have a current valid Texas Motor Vehicle Operator's License.
- Must be able to be insured by the County's Insurance carrier.

### **OTHER SKILLS AND ABILITIES**

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to walk, climb, and stand. The employee is required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move over one-hundred (100) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The employee occasionally works in outside weather conditions. The employee is occasionally exposed to fumes, airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually loud.

### **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- standing, walking and climbing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities