

**HIDALGO COUNTY
COMMUNITY RESOURCE CENTER**

JOB TITLE: *Maintenance I*

FLSA STATUS: NON-EXEMPT

DEPARTMENT: *122 (PCT 2)*

CIVIL SERVICE STATUS: NON EXEMPT

SUMMARY

Perform general cleaning including sweeping, mopping, ducting, emptying wastebaskets, and ashtrays.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs general cleaning, including sweeping, mopping, dusting, emptying wastebaskets, ashtrays, etc.
- Mows, and trims lawn, prunes plants and weeds flower beds, waters lawn and flower beds.
- Applies fertilizer and other chemicals
- Cleans walls, windows and light fixtures.
- Pick up trash.
- Regular attendance is a must
- Ability to work well with others.

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 General Education degree (GED) preferred;
- One year experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's insurance carrier.

OTHER SKILLS AND ABILITIES

- Ability to operate lawn care equipment.
- Ability to operate vacuum cleaner.
- Ability to operate buffing and stripping machines.
- Ability to follow written and verbal instructions.
- Ability to work independently.
- Bilingual ability (Spanish and English) with the ability to converse fluently in both languages, preferred.

- **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee must occasionally lift and/or move over fifty (50) 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 encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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;

- **Sitting for extended periods of time**
- **Operating assigned equipment**

Maintain mental capacity which permits:

- **Making sound decisions and using good judgment**
- **Demonstrating intellectual capabilities**

Effectively handle work environments and conditions which involve:

- **Working closely with others**
- **Working in a multi-task environment**

Maintain effective audio-visual discrimination and perception needed for:

- **Making observations**
- **Reading and writing**
- **Operating assigned equipment**
- **Communicating with others**

ACCIDENT PREVENTION PROGRAM

Required to follow all departments' safety regulations.