



**NEW POSITION:** Brief job description and attach a copy of the new job description.

PERFORMS ENTRY-LEVEL BUILDING MAINTENANCE AND CONSTRUCTION WORK; WORK INVOLVES ASSISTING IN MAINTAINING AND REPAIRING BUILDINGS, UTILITY SYSTEMS, AND STATIONARY EQUIPMENT, AND OPERATING MOTORIZED EQUIPMENT.


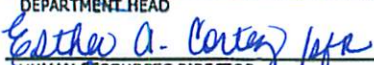

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.		DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.		03-18-13 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.		03/13/13 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

# **MAINTENANCE I**

**GRADE: 01**

## **GENERAL DESCRIPTION**

**Performs entry-level building maintenance and construction work; Work involves assisting in maintaining and repairing buildings, utility systems, and stationary equipment, and operating motorized equipment; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.**

## **EXAMPLES OF WORK PERFORMED**

**Performs maintenance and repair work such as plumbing, masonry, welding, carpentry, painting, electrical, mechanical, refrigeration, ventilation, or heating**

**May assist with the maintenance and repair of machinery, equipment, systems, or components**

**May maintain and repair laundry machines, kitchen equipment, boilers, and boiler feed pumps**

**May mow grass, edge walks and curbs, and trim shrubbery**

**May repair and upholster furniture**

**May construct and repair equipment**

**May perform inspections of operating machinery, equipment, and systems**

**Performs related work as assigned**

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

**Experience in building maintenance and repair work; Graduation from a standard senior high school or equivalent is generally preferred.**

### **Knowledge, Skills, and Abilities**

**Knowledge of the repair, maintenance, and operation of buildings and electrical systems**

**Skill in the use of tools and equipment**

**Ability to perform maintenance, to follow instructions, and to interpret drawings and diagrams**

## **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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 25 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 noise level in the work environment is usually moderate.

## **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
- standing 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 a work environment 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations