

## **REQUEST FOR NEW POSITION**

### **PART A**

### **HR RECOMMENDATION**

**DEPARTMENT:** Building Maintenance    **DATE:** 4-9-08

**NO. OF POSITIONS** 1

**OFFICIAL/DEPT HEAD:** Joseph Latteo

**POSITION TITLE, IF CURRENT AND CLASSIFIED** *(You do not have to fill out part B if the position is already classified):*

**PROPOSED TITLE, IF NEW AND UNCLASSIFIED:** Building Attendant

### **PART B:** *Complete only if position is new and unclassified*

**JOB SUMMARY:** *(Three or four sentences that provide a general summary)*

**Provide security, electrical, plumbing and minor janitorial service for functions that are scheduled for the Round Rock Community rooms and other county buildings.**

**ESSENTIAL DUTIES:** *(Four to six sentences that list specific duties)*

**Provide security for the building during events scheduled in community rooms, which includes locking and unlocking facilities. Repair and place light bulb, ballast, recepticals and switches. Repair or replace fauctes, flush valves and other assorted plumbing fixtures. Unclog urinals, toilets, sinks and sewer lines. Change filters in air handling units. Perform janitorial duties, such as emptying trash contains, assure restrooms remain clean, restock paper products. Maintain exterior of building free of trash and other debri. During times when events are not scheduled, perform building maintenance duties as required through out the county.**

**PHYSICAL DEMANDS:** *(Please list physical demands, such as lifting, carrying, driving, etc.)*

**Must be able to climb ladders. Lift a minimum of 50 pounds to chest height. Requires bending , kneeling, crawling in small spaces and operate a motor vehicle.**

**ENVIRONMENTAL FACTORS:** *(Please state whether work is mostly indoors in smoke-free, air-conditioned office, or otherwise)*

**Works in all kins of indoor and outdoor enviroments. Contact with operating machinery. Exposure to dust, cleaning chemicals, fumes and high noise level**

**QUALIFICATIONS:** *(Please list required education, followed by required years of experience and type of experience; then list preferred items, such as extra education or experience, special knowledge, skills, abilities))*

Required: **Must be able to pass a back ground check**

Preferred: **Two years experience in general building maintenance and or equivalent vocational training. Ability to work with to with hand and power tools in a safe manner. Ability to read and write English at the high school level. Ability to deal with the general public, county employees, department heads and elected officials in a professional manner. Valid Texas driver's license and a good driving record.**