

JOB OPENING NOTICE

JOB OPENING: Frio County is accepting applications for a Maintenance Worker I (full-time seasonal). Applications can be found on the Frio County website at www.co.frio.tx.us and must be submitted to the Human Resource Office at the Frio County Courthouse located at 500 East San Antonio Street, Pearsall, Texas 78061. This position is open until filled. Frio County is an “at will” and an equal opportunity employer.



FRIO COUNTY JOB OPENING NOTICE Maintenance Worker I

Posting Period: Open Until Filled

Location: Frio County, Pearsall, TX

No. of Available Positions: 1 (full-time seasonal)

Pay Rate: \$13.89/HR

Frio County Job Notices and the Employment Application are available online at <http://www.co.frio.tx.us/page/frio.Jobs.Openings>. Applications must be submitted prior to the deadline indicated in the job posting. Submit all applications to the Human Resource Office at the Frio County Courthouse located at 500 East San Antonio Street, Pearsall, Texas 78061. Frio County is an "at will" and an equal opportunity employer.

Under the supervision of the Frio County Engineer, the Maintenance Worker I will perform unskilled to semi-skilled work in the care and maintenance of County buildings and facilities. This position performs general janitorial cleaning responsibilities; lawn maintenance mowing, trimming, edging, tree and hedge trimming, and flower bed work; builds, repairs, or assembles partitions, cabinets, tables, shelves, desks, and bookcases; moves furniture, cabinets, and boxed documents for all departments; performs general carpentry and renovation work; and performs minor repairs on electrical, plumbing, and HVAC systems.

Minimum Requirements: Education, Experience, and Licensing Requirements:

- High school diploma or GED
- Entry level position. Preferred one (1) year in building maintenance or related field, or an equivalent combination of education and related experience.
- Valid Texas Driver's License - Class C

Job Responsibilities:

- Performs general janitorial cleaning responsibilities as assigned
- Investigates and addresses work orders and citizen concerns/issues in a timely manner
- Performs general carpentry and renovation work in the construction, repair or alteration of floors, roofs, stairways, partitions, doors, windows and screens; builds, repairs, or assembles partitions, cabinets, tables, shelves, desks and bookcases
- Provides lawn care by running lawn mowers, hand tools, shovels, rakes, and other equipment used for the maintenance of county lawns
- Performs semi-skilled work in the replacement of faulty switches, sockets, plugs, fuses, insulators and other minor electrical work; assists in major electrical projects

- Performs maintenance work on heating and air conditioning systems, checking thermostats, couplers, fuses, belts, motors, etc.; assists in major heating and air conditioning repair projects
- Performs plumbing tasks, including but not limited to changing faucet washers, stems, seals, etc.; installing water and sanitary fixtures and equipment; and repairing toilets by changing tank bulbs, overflow tubes, guide wires, etc
- Assists in the preparation of various Building Maintenance reports and other associated reports
- Assembles and moves furniture; sets up and disassembles meeting rooms
- Sands, paints or stains walls, woodwork, cabinets, tables and other wooden articles
- Hangs and finishes sheetrock, paneling, wallpaper, tile and moldings; installs and repairs carpeting; installs glass panes; installs suspended ceiling grids and tiles
- Operates pickup trucks to transport materials to and from job sites or to deliver mail and supplies to County offices
- Regular and punctual attendance is required
- Performs other related duties as required

Qualifications / Skills / Abilities:

- This employee works independently with direction from supervisor, and works with others in a group setting to accomplish common goals and deadlines
- Ability to communicate effectively and must have organizational skills
- Ability to establish and maintain effective working relationships
- Some knowledge of the procedures, materials, and equipment related to buildings and structures, including but not limited to plumbing, carpentry, mechanical, and electrical trades
- General knowledge of supply and property management and inventory control
- General knowledge of the occupational hazards of building trades work and the associated safety precautions
- Requires skills in the use and care of a variety of hand and power tools necessary to perform plumbing, masonry, carpentry, mechanical, electrical, and woodworking tasks
- Requires the ability to perform manual labor for extended periods of time as required by work assignments
- Requires the ability to use small office equipment, including but not limited to computers, printers, copy machines, and multi-line telephone systems
- Knowledge of computers and office software including: Microsoft Word, Excel, and Outlook

Physical Demands:

- Must be able to operate motor vehicles, including but not limited to light pickup trucks
- Must be able to operate a variety of equipment, including but not limited to mechanics' tools, carpenters' tools, electrical tools, plumbers' tools, shovels, rakes, etc.
- Must be able to exert up to 75 pounds of force occasionally, and up to 50 pounds of force frequently, and 25 pounds of force constantly to move objects
- Position requires lifting, carrying heavy loads, bending, stooping, crouching, climbing, reaching or stretching arms, legs, or other parts of the body to physically maneuver over or upon varying terrain, surfaces, or physical structures or in tight spaces.
- Position requires the ability to see, hear, and speak in English

Work Hours / Benefits / Other Work-Related Information:

Work hours and benefits have been established by the Frio County Handbook, Section 2, Employee Compensation and Benefits. The normal work hours of Frio County shall be from 8:00 a.m. until 5:00 p.m., Monday through Friday, unless otherwise directed by the Department Head. The Department Head shall determine the exact work schedules for their employees in order to meet the needs of the County.

Employees may be required to work a schedule that varies from the normal work schedule or they may be subject to call back in-case of emergency or special need. Work afterhours and on weekends is required. Work may be required on holidays in order to meet the needs of the County.

Travel is required for this position. Work locations will vary from day-to-day and will primarily be located throughout the County. Employees will be exposed to heavy machinery, excessive noises, hazardous chemicals, and all types of weather, varying from mild to inclement weather. Employees will also work in a general office environment.