



HAYS COUNTY JOB POSTING

Job Title	Facility Maintenance Worker	Job Number	695-0200-090921
Department Head	Director of Countywide Operations	Date Open	September 9, 2021
Salary Range Minimum	\$3,013.76 Monthly	Application Deadline	Until Filled

SALARY EFFECTIVE OCTOBER 1, 2021 - PENDING FINAL BUDGET ADOPTION

In order to be considered for employment with Hays County submit the following documents:

- Hays County Employment Application
- Cover Letter
- Resume

Find Hays County Employment Applications at:

- Hays County website – www.hayscountytexas.com
- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from amanda.cowan@co.hays.tx.us via email

You may submit your application documents in any of the following ways:

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: amanda.cowan@co.hays.tx.us

Education and/or Experience

Any combination of experience or training may be substituted on a year for year basis.

- High School diploma or equivalent preferred.
- Two years of general trades maintenance experience.

Other Qualifications, Certificates, Licenses, Registrations

- Class C Drivers License.

Required Skills

- Cleans and maintains the interior of buildings.
- Responds to work orders, troubleshoots the problem and makes the necessary repairs.
- Replaces light ballasts, bulbs and other fixture repairs.
- Repairs or replaces toilets, water faucets and other plumbing fixtures.
- Puts small work stations together.
- Paints holding cells, walls or anything else that needs painting.
- Cleans windows and replaces broken windows.
- Cleans the parking lot and parks cars.
- Mows the lawn areas.
- Serves in on-call status during work shift to address building maintenance needs in the offices Hays County.
- Delivers office supplies throughout the County offices.
- Performs custodial cleaning, sweeping and trash removal.
- Performs landscaping and yard work.
- Performs light carpentry work, painting and sanding.
- Buffs, strips and waxes tile floors.
- Supervises and completes paperwork on Community Service workers.
- Performs renovation work on existing buildings.
- Performs new construction work.
- Operates a variety of equipment, including vehicles, table saw, skill saw, miter saw drill, belt sander, riding and push mower, weed eater, and other related equipment.
- Uses extra precautions while cleaning areas in the County health building that may be contaminated.
- Maintains and cleans vehicles, including washing, changing oil and filters, flushing fluids, and other related service.
- Rearranges walls and converts offices.
- Tapes, floats and textures dry wall and paints.
- Installs new ceilings and performs metal stud framing work.
- Responds to on-call assignments as needed.
- Adheres to safety regulations to remain in compliance with the Americans with Disabilities Act.
- Performs other duties as assigned.

Summary

Under close supervision, the Facility Maintenance worker performs building and grounds maintenance in and around Hays County providing a clean, safe and aesthetic environment for the facility. This position performs a variety of maintenance duties such as painting and structural repairs in order to keep the County buildings in good state of repair and make sure the buildings are maintained properly. This position involves treating a variety of problems and situations and has an immediate impact on the operation of the facility maintenance functions of the county, which may include the well-being of the employees and citizens of Hays County.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.