



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	Facility Maintenance	<b>Job Number</b>	618-0195-010421
<b>Department Head</b>	Lead Facility Maintenance Supervisor	<b>Date Open</b>	January 04, 2021
<b>Salary Range Minimum</b>	\$36,164.06 - \$40,684.43 Annual – Dependent on Experience	<b>Application Deadline</b>	Until Filled

**In order to be considered for this job a completed Hays County Sheriff's Office Application form must be submitted to Hays County Sheriff's Office**

### Find Hays County Employment Applications at:

- Hays County website – [www.hayscountytexas.com](http://www.hayscountytexas.com)
- Pre-printed forms at the Hays County Sheriff's office
- Request PDF forms from [sandra.galvan@co.hays.tx.us](mailto:sandra.galvan@co.hays.tx.us) via email

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

- Hand-deliver to 810 S. Stagecoach Trail, San Marcos, TX 78666
- Fax: 512-393-7879
- Email: [sandra.galvan@co.hays.tx.us](mailto:sandra.galvan@co.hays.tx.us)

**For more information about this job or the application process call 512-393-7788.**

### Education and/or Experience

- Any combination of experience or training may be substituted on a year for year basis
- Requires High School diploma or GED
- Requires four years building construction, maintenance, repair and preventative maintenance on institutional buildings
- Prefer a trade certification from a trade school

### Other Qualifications, Certificates, Licenses, Registrations

- A/C certification (preferred)
- Class C TX Driver's License
- Ability to maintain continuing education requirements for the State of Texas

### Responsibilities

- Maintains all Sheriff's Office buildings to include jail, public safety building, mechanic's shop, satellite buildings and pertinent outbuildings
- Maintains, troubleshoots and repairs cameras, monitors and lighting for all Sheriff's Office buildings
- Maintains and repairs electrical control devices within the jail and office areas
- Maintains and troubleshoots electrical doors and cell locks
- Maintains kitchen and laundry equipment including dishwasher, mixer, freezer, walk-in cooler, washing machines, dryers, and a variety of related equipment
- Maintains emergency lighting equipment to include emergency generator
- Maintains HVAC equipment throughout the jail, public safety building, mechanic's shop, satellite buildings and pertinent outbuildings
- Maintains and repairs plumbing throughout the jail, public safety building, mechanic's shop, satellite buildings and pertinent outbuildings
- Works inside and outside the facility providing maintenance in order to provide for the security of the jail facility
- Performs periodic maintenance inspections of the facilities
- Provides services in an on-call status for 24-hour periods
- Creates and implements preventative maintenance schedules for all Sheriff's Office buildings
- Escorts, assists and advises private contract personnel
- Provides routine budgetary and status reports to Jail command staff through the Lead Facility Maintenance
- Ensures weekly maintenance reports are submitted to Jail command staff through the Lead Facility Maintenance
- Works in concert with the Budget Coordinator to create purchase orders for vendors in the absence of the Lead Facility Maintenance
- Reads blueprints, manuals and schematics to ensure proper repair and/or maintenance of equipment
- Performs other duties as assigned

### Summary

Under direct supervision, the Facility Maintenance employee performs building and grounds maintenance in and around Hays County providing a clean jail, safe and aesthetic environment. This position performs a variety of skilled maintenance duties and involves addressing a variety of problems and situations. This position affects the operation of the Sheriff's Office, which may include the well being of the citizens of Hays County. This position must have a strong work ethic. The Facility Maintenance employee must follow directions, meet deadlines, have good attendance, be punctual, be reliable, have honesty, integrity, be free from moral turpitude, and have a proper attitude. The employee must be available to communicate with others at all times.

**Individuals in this position serve at the pleasure of the current elected official.**

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.**