



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	Facility Maintenance Lead	<b>Job Number</b>	618-0635-061621
<b>Department Head</b>	Facility and Maintenance Manager	<b>Date Open</b>	June 16, 2021
<b>Salary Range Minimum</b>	\$39,779.90 - \$44,752.53 Annual – Dependent on Experience	<b>Application Deadline</b>	Until Filled

**In order to be considered for this job a completed HCSO Application form must be submitted to HCSO**

### **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
- Prefer a trade certification from a trade school
- Requires seven years of building construction, maintenance, repair, renovation and custodial care

### **Other Qualifications, Certificates, Licenses, Registrations**

- Requires EPA certification within 12 months
- Class C TX Driver's License
- Licensed TCOLE Basic Jailer
- Ability to maintain continuing education requirements for the State of Texas
- Ability to respond to emergencies (on-call 24/7)

### **Responsibilities**

- Oversees the maintenance of jail doors and the intercom system keeping them in operable condition through mechanical/ electrical repair and maintenance
- Supervises the maintenance of HVAC systems and air removal systems throughout all of the Sheriff's Office facilities
- Maintains kitchen equipment, including dishwasher, tilt skillet, ice machine, walk-in cooler freezer, mixer, and a variety of related equipment
- Maintains laundry equipment including fifty-pound washers and seventy-five pound dryers
- Schedules and assigns plumbing work throughout the jail including the boiler room and water softener
- Supervises and may perform miscellaneous repair and maintenance work throughout all of the Sheriff's Office facilities.
- Oversees and provides maintenance of all of the Sheriff's Office buildings and outside areas In order to provide for the security of the facilities
- Oversees the repair of all small engine equipment
- Performs routine monthly maintenance inspections of the facility
- Supervises special projects as assigned
- Maintains emergency lighting equipment as well as non-emergency lighting systems
- Reads blueprints, manuals and schematics to ensure proper repair and/or maintenance of equipment.
- Performs other duties as assigned

### **Summary**

Under general supervision, the Lead Facility Maintenance performs and supervises building maintenance to the Hays County Sheriff's Office facilities to provide a clean, safe operational 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 persons that are not employed in the Sheriff's Office. This position must have a strong work ethic. The Lead Facility Maintenance 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.**