

VICTORIA COUNTY JOB DESCRIPTION

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| DEPARTMENT: FACILITIES MANAGEMENT | | |
| POSITION: Maintenance I | | |
| Reg. Full Time | SALARY: \$12.50 – \$14.31 | OPEN UNTIL FILLED |

SUMMARY

Employee performs all routine building cleaning and floor finishing, and assists grounds keeping and maintenance activities as appropriate, of the Victoria County facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain cleanliness of buildings including cleaning and sanitizing toilet rooms, mopping floors, cleaning/dusting offices, and hauling trash to dumpsters.
- Strip, wax and buff floors, sometimes during evening and weekend hours.
- Minor maintenance such as changing light bulbs, moving furniture, delivering computer paper, etc.
- Assist groundskeeper with things such as clearing brush, loading and hauling trimmings, weed eating, leaf blowing, etc.
- Assist Maintenance Techs with Mechanical, Plumbing, Electrical, painting.
- Ability to safely work and carry out and complete duties with minimal supervision.
- Ability to safely work on a ladder.
- May at times be required to assist other maintenance personnel with carrying, lifting or moving heavy items.
- Able to establish and maintain effective working relationships with all other Victoria County staff.
- Ability to wear appropriate safety equipment such as safety glasses, hearing protection, dust masks, boots, safety vests, etc.
- Must have Valid Texas Drivers License and dependable transportation. You will be asked to report in at different locations or times depending upon need

SUPERVISORY RESPONSIBILITIES

- None.

EDUCATION AND/OR EXPERIENCE

- Education equivalent to graduation from an accredited high school.

LANGUAGE SKILLS

- Ability to communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written instructions.
- Ability to read instructions and safety warnings on chemicals and equipment.

MATHEMATICAL SKILLS

- Ability to properly calculate and mix cleaning chemicals as required.

REASONING ABILITY

- Ability to apply common sense understanding to carry out simple one or two step instructions.
- Ability to deal with standardized situations with only occasional or no variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Texas Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work for extended periods while wearing the appropriate respiratory protection.
- Stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, taste and/or smell from 1/3 to 2/3 of the time.
- Up to 50 pounds lifting from 1/3 to 2/3 of the time.
- Over 50 pounds lifting none of the time.
- Close vision, at 20 inches or less, and distance vision, at 20 feet or more, is required, with or without correction.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposure to body fluids during cleaning, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions.

- Some exposure to moderate to extreme noise levels.

Apply to Administrative Services, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or www.vctx.org/employment.

Victoria County Administrative Services
115 N. Bridge St., Room 127
Victoria, TX 77901