

LEE COUNTY JOB DESCRIPTION

Maintenance Assistant

Non-Exempt Position

SUMMARY OF POSITION

Lee County Maintenance Department is currently seeing an energetic and motivated individual to join our team as a maintenance assistant with janitorial duties. The candidate must be detail oriented, flexible and willing to take on non-routine cleaning and special projects as the need arises. Duties include general cleaning of offices, meeting rooms, courtrooms, bathrooms, kitchens, parking lots, and public areas of County buildings and facilities. Duties will include groundskeeping of county properties, and other duties as directed by the County Maintenance Supervisor or the County Judge.

1. Type: Full Time, Regular
2. Category: Building Maintenance for all County facilities
3. Reports to: Maintenance Supervisor, County Judge's Office
4. Directs: This is a non-supervisory position.
5. Hours: Generally normal daytime hours, but may require overtime during extenuating circumstances or emergencies

BENEFITS

Holiday Leave, Vacation Leave, Personal Leave, Sick Leave, Retirement, and Insurance

EXAMPLES OF WORK

Essential Duties - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Service and clean restrooms
- Gather and empty trashcans
- Clean floors including strip, seal, finish and polish when appropriate
- Follow prescribed procedures and become proficient in the use of chemicals, tools, and power equipment
- Clean windows, glass partitions, and mirrors
- Mow and trim lawns and shrubbery, using power equipment
- Identify repairs or modifications to buildings or campus grounds and submit report to supervisor
- Performs other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Dependability – job requires being reliable, responsible, and dependable
- Self-Control – job requires maintaining composure, keeping emotions in check
- Attention to Detail – job requires being careful about detail and thorough in completing work tasks
- Cooperation – job requires being pleasant with others and displaying a good-natured, cooperative attitude
- Concern for Others – job requires being understanding and helpful on the job
- Independence – job requires developing initiative and being self-motivated, requiring little supervision
- Integrity – job requires being honest and ethical
- Adaptability/Flexibility – job requires being open to change and being adaptable to variety in the workplace
- Initiative – job requires a willingness to take on challenges and responsibilities
- Stress Tolerance – job requires accepting criticism and dealing effectively with high stress situations

SAFETY POLICIES AND PROTOCOLS

- Follow accepted procedures for the use of chemical cleaners and power equipment
- Utilize safety equipment including eye and ear protection and gloves when appropriate
- Keep tools, equipment, and work areas clean and orderly.
- Return tools, equipment, and machines to their proper place after use.
- Clean spills immediately upon notification
- Ensure hallways, and stairwells are clear and free of obstructions to pedestrian traffic
- Use safety notices when mopping floors to ensure the safety of employees and the public
- Notify the Maintenance Supervisor of safety issues that must be addressed
- Maintain proper care, custody and control of County tools, equipment and vehicles
- In general, maintain a safety conscious attitude and a work environment that promotes safety

REQUIRED EXPERIENCE

- Must maintain a valid Texas driver's license;
- Must be a high school graduate or have a General Education Diploma;
- Must have experience operating a riding lawn mower, push mower, edger, weed eater, and air blower

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand, walk, lift, reach, and use hands and fingers to utilize tools, or controls;
- The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl;
- Must be able to speak, hear, taste and smell;
- Must regularly lift 50 pounds or more.
- Specific vision required include closeup vision, distance vision, color vision, peripheral vision, and depth perception.

Applications may be download from the Lee County, Texas website: www.co.lee.tx.us or obtained from the Lee County Judge's Office. Applications must be returned by mail or hand-delivered to the Lee County Judge's Office as listed below:

Lee County Judge's Office
200 S. Main - Rm. 107
Giddings, TX 78942

DEADLINE TO SUBMIT APPLICATION: Open until position is filled