



## Job Description

Title: **Maintenance Technician, Part-time**  
Department: **Administration**  
FLSA Status: **Non-Exempt**

### **GENERAL PURPOSE**

Routinely maintains the appearance and cleanliness of designated City facilities, equipment and machinery including HVAC, building lighting systems, grounds keeping, security and overall facility appearance. Complete repairs on building/facility, equipment and machinery.

### **SUPERVISION RECEIVED**

Works under the general supervision of the City Manager.

### **SUPERVISION EXERCISED**

None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintain facility break rooms, kitchens, restrooms and public common areas on a scheduled basis to ensure ongoing sanitation; mop floors; clean and disinfect toilets and sinks; clean drinking fountains; clean mirrors, glass doors, and other glass surfaces; fill soap and paper dispensers; empty and clean refrigerators and microwaves, as applicable.
- As scheduled, vacuum all carpeted areas; sweep and mop all non-carpeted areas; strip, wax and buff designated non-carpeted floors.
- Dust/clean all hard surfaces as scheduled, including desks, bookshelves, tables, chairs, file cabinets, counters, windowsills, water coolers, glass doors, windows, and other glass fixtures, ceiling fans, etc. Cleans spills.
- Collect and remove all trash as scheduled – from inside and outside grounds of assigned facilities.
- Make minor repairs to facilities as needed or directed; change light bulbs/fixtures; change out air filters; paint small areas needing touchup; identify need for major repairs and report immediately to Supervisor.
- Mow, edge, weed, and rake outside grounds related to assigned facilities as scheduled; add or remove shrubs, flowers, and other plants as assigned.
- Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the City's parks and open spaces.
- Cleans gutters, sweeps roofs and sidewalks.
- Inspects and maintains cleaning/maintenance equipment to ensure safe operation.
- Responsible for setting up and taking down tables and chairs for various meetings rooms.
- Place and/or replace street signage where needed.
- Keeps records of work completed.
- Provide facility visitors with information, directions, or other assistance, as required.
- Open and close visitor area (locking doors, closing blinds, turning off lights) as needed.
- Coordinate and manage appropriate third-party contractor support, as needed.
- Secure and analyze estimates and cost quotes as needed.
- Work hours include some nights and weekends.
- Works closely with other maintenance staff

- Other duties as assigned.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- Graduation from a high school or GED equivalent; and
- A valid Texas driver's license

#### **Necessary Knowledge, Skills and Abilities:**

- Knowledge in janitorial maintenance and all types of cleaning chemicals;
- Experience adjusting heating and cooling systems;
- Experience in minor building repairs;
- Good judgment to work safely and to use equipment properly;
- Ability to communicate effectively and courteously with other City employees and the general public.

### **TOOLS, EQUIPMENT & APPLICATION SOFTWARE USED**

City vehicles, computer, cellphone, copier, mower, edger, leaf blower, vacuum, floor polisher, ladders, various hand and power tools

### **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.

While performing the duties of this job, the employee is frequently required to walk, stand, and sit for extended periods of time. The Maintenance Technician must use eyes, ears, nose, arms, hands, fingers, legs and feet to perform assigned duties and responsibilities. The employee is occasionally required run, climb, crawl, stoop, twist, balance, or otherwise extend or contort the body in the performance of duties.

The employee must occasionally lift and/or move up to 100 pounds.

Duties of the Maintenance Technician include exposure to heights; loud noise and vibrations mechanical, electrical, and chemical hazards; fumes and odors; dust; mites; and toxic waste hazards.

### **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.

The job of the Maintenance Technician is performed both indoors and outdoors in extreme temperatures including heat, cold, temperature swings, and inclement weather.