

Grimes County Human Resource

PO Box 230

Anderson, TX 77830

936-873-4401

Internal/external County Opening

Posted 12-6-2021

Closing date: Until Filled

JOB DESCRIPTION- MAINTENANCE MOBILE 5

SALARY STRUCTURE GRADE LEVEL 5 \$15.00-\$18.75/\$19.95

BUILDING MAINTENANCE DEPARTMENT 421

POSITION SUMMARY

The Maintenance Mobile 5 position performs a variety of skilled, semi-skilled and lead duties requiring independent judgement and has thorough knowledge of departmental operations in maintenance and cleanliness of county buildings and grounds. Must be able to perform the maintenance/custodian 2 duties.

Essential Responsibilities

- Maintain cleanliness of the interior and exterior of the assigned Grimes County buildings
- Inspect and manage maintenance needs of building exterior and interior of all assigned Grimes County buildings.
- Receive maintenance request forwarded from manager, inspect, obtain quotes if necessary and report back to manager with options and cost for approval.
- Maintain log of daily maintenance.
- Order all maintenance supplies with the approval of manager
- Assist with projection of maintenance related budgetary needs for future year planning.
- Provide Maintenance/Custodian 2 with help as needed
- Oversee the work of probationers assigned to them to provide help in their duties
- Perform other duties as they are assigned

Working Conditions

- Adverse weather conditions
- Extreme temperatures
- Exposure to hazardous waste
- Respiratory hazards

- Chemical hazards
- Physical hazards
- Mechanical hazards

Education

- Highschool Diploma/GED
- Valid Driver's License

Experience

- Basic knowledge of HVAC, plumbing and electrical systems
- Ability to time manage and work with interruptions
- Basic computer skills
- Ability to prioritize maintenance needs
- 2 years of experience in related maintenance position preferred

Physical Requirement

- Walk, sit, bend, stoop, kneel, climb
- Lift up to 50 pounds alone and more with assistance
- Read, write, type
- Drive (occasionally)

Special Conditions

- Supervision of probationers assisting with maintenance within the guideline provided by the community Service Coordinator
- Contact with Officials, Judges, Department heads, and other County Employees
- Occasional weekend work
- Must have some knowledge of HVAC and Control systems preferred
- Subject to pre-employment physical, drug screen, and background check

PLEASE SEND APPLICATION TO GRIMES COUNTY HUMAN RESOURCE DEPARTMENT

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Fax (936) 873-2499