

## GENERAL MAINTENANCE TECHNICIAN

Department: Civic Center  
Title: General Maintenance Technician  
Classification: Non-Exempt/Full-Time  
Supervisor: Facility & Events Manager

### Position Summary:

Under general supervision, performs a wide variety of skilled and semi-skilled building maintenance and repair tasks; and performs related duties as required.

### Essential Duties and Responsibilities:

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities.*

- Sweeps, vacuums, mops, scrubs, waxes and polishes floors using industrial vacuum cleaners and scrubbing and buffing machines.
- Uses ladders, dusts and washes walls, cleans ceilings and dusts and polishes light fixtures
- Light electrical and plumbing work may be required
- Light repair or replacement maintenance may be required
- Must complete regular checklists on building maintenance procedures and keep record of procedures performed on all building parts
- Basic building housecleaning: *clean restrooms, removal of trash, change air filters, replace light bulbs*
- Physical setup of tables and chairs to meet requirements and contractual agreements within the constraints of safety, health, and fire code standards
- Maintain landscape: *mow, weed trim, water lawn, pick up litter*

### Qualifications:

#### Education/Experience:

- Graduation from high school or GED equivalent, at least two (2) years' electrical and plumbing experience (*licensed*), building maintenance experience

### Knowledge, Skills and Abilities:

- Skill in operation of listed tools and equipment
- Skill in operation of a variety of hand and power tools
- Ability to perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities
- Ability to operate a scissor lift
- Ability to follow oral and written instructions
- Ability to establish effective working relationships with other employees, supervisors, and the public
- Ability to frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 100 pounds
- Ability to prioritize workload; multi task
- General knowledge of building maintenance

### Work Environment:

- Work is performed in a public facility; indoors and outdoors in all weather conditions
- Must be able to work weekdays, possible weekends and holidays, work is intermittent and scheduled based on event and office needs.
- The employee works a forty (40) hour work week

### Licensing and Certification:

- Valid Texas motor vehicle operator's license
- Preferred Electrical and Plumbing License