



**BEXAR COUNTY COMMUNITY SUPERVISION & CORRECTIONS DEPARTMENT
JARVIS ANDERSON, CHIEF PROBATION OFFICER
HUMAN RESOURCES OFFICE
207 NORTH COMAL, 4th Floor
SAN ANTONIO TX 78207
(210) 335-0382 / FAX (210) 335-0411**

IN-HOUSE & OUTSIDE JOB ANNOUNCEMENT

DATE POSTED: June 8, 2015

CLOSING DATE: June 15, 2015

POSITION TITLE: Residential Facility Maintenance Tech **SALARY:** \$2,142 per month.

REPORTS TO: Support Manager, ARC

QUALIFICATIONS: See attached job description

STATEMENT OF UNDERSTANDING

The Department reserves the right to return any employee to their lesser and/or prior position held, if it is determined by investigations, evaluation, etc. that the employee is incapable of satisfactorily fulfilling the duties and responsibilities of the new position.

Signature of Acknowledgment

Date

Printed Name

Manager's Signature

How to Apply: Interested applicants, submit a letter of interest along with a complete resume (indicating employment history by month and year) including specific information regarding education, positions held, and related experience to:

Lloyd Lewis
Director, Human Resources
Bexar County CSCD
207 N. Comal, 4th Floor
San Antonio, Texas 78207

Fax #: 210-335-0411

Email: Lloyd.Lewis@bexar.org

THIS IS AN EQUAL OPPORTUNITY EMPLOYER



Treatment Facility Maintenance Technician Bexar County Community Supervision and Corrections Department

DATE CREATED: May 2015

FLSA STATUS: Non-Exempt

SALARY: Table 2, Grade APNE-03 \$2,142 per month.

REPORTING RELATIONSHIP:

Reports directly to: Support Manager, Residential Facility

The Maintenance Technician within the Residential Treatment Facility serves at the facility staff level and is selected by the Support Manager and administrative panel after having met the requisite education, training, and experience criteria set out in this job description. The individual is not responsible for the supervision of employees. Applicant is hired under the legal doctrine of employment at will.

SUMMARY JOB DESCRIPTION:

Under general supervision, is responsible for routine repairs and maintenance of buildings, equipment and machinery of all residential facilities. Performs other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Troubleshoots, repairs and maintains buildings, equipment and machinery;
- Assists in construction, remodeling, painting and renovation work;
- Monitors electronic energy management equipment to maintain proper environmental control of the buildings;
- Repairs commercial laundry and kitchen appliances;
- Repairs and maintains plumbing and drainage systems;
- Monitors and maintains fire protection equipment and systems;
- Performs preventive maintenance on electrical, plumbing and HVAC systems;
- Replaces and/or repairs electrical wiring, switches and light bulbs;
- Replaces all Air Conditioning filters;
- Assists in inspecting, dismantling and overhauling building equipment and machinery.

KNOWLEDGE:

- Ability to perform a variety of maintenance functions;
- Knowledge of commercial building equipment repairs and maintenance including plumbing, electrical work, carpentry, electronics and HVAC systems;
- Knowledge of safety standards and practices;
- Skill in operating all related tools and equipment;
- Ability to calculate time and material estimates;
- Ability to establish and maintain effective working relationships with co-workers, other agencies and the public.

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MINIMUM EDUCATION AND EXPERIENCE:

- High school diploma or General Education Development (GED) Certificate required;
- One (1) year prior experience as a maintenance technician required;
- Six (6) months experience as a CCF Security Monitor with Bexar County CSCD is preferred;
- Completed of Residential Staff Certification Course within 1 year of assignment;
- Strong background in safety is highly desirable.

PHYSICAL REQUIREMENTS:

Includes lifting/carrying 10 to 30 lbs. frequently; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, walking, standing, crawling, reaching, twisting and handling to perform the essential job functions.

Applicant must possess a valid Texas Driver's license and have reliable transportation. Applicant must pass and maintain a favorable criminal background check. Applicant must clear a pre-employment physical and urinalysis test.

WORKING CONDITIONS:

Working conditions are primarily inside a residential facility environment. Facility operates on a twenty four (24) hour basis. May be exposed to temperature variations, cramped areas; and frequent exposure to dusty conditions.

Individual may have daily contact with the public and outside agencies concerning services available to residents.

Individual will be exposed to a controlled correctional environment; will work in the proximity of some residents who could be considered dangerous; potential risk of bodily injury and/or hazardous conditions may exist.

May work some outdoors with some travel required.

Applicant may be required to work a flexible shift schedule and more than 40 hours during the workweek.

NOTE: Bexar County CSCD operates under the legal doctrine of employment at will. The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Acknowledgment: (to be signed after appointment to position)

The above job requirements have been fully explained to me.

Employee Signature

Date

Print Name