

<b>JOB TITLE</b>	Maintenance Attendant	<b>JOB CLASSIFICATION</b>	NON-EXEMPT
<b>DEPARTMENT</b>	Maintenance	<b>COMPENSATION</b>	
<b>SUPERVISOR</b>	Leroy Kocian Jr.	<b>HOURS</b>	40 hours week

**JOB SUMMARY**

Perform wide variety of responsibilities and complex lawn maintenance activities. Performs general building maintenance and performs custodian duties when needed due to custodians absences.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Mows, weed eats, edges all county property in Wharton, El Campo, Louise and East Bernard
2. Sprays for weeds, trims trees, cleans gutters.
3. Inspects buildings, looks for safety hazards.
4. Performs repairs and preventative maintenance on all lawn equipment.
5. Changes A/C filters in buildings.
6. Performs repairs on plumbing, general facilities repair.
7. Repairs roofs, gutters, floor tile, ceiling tiles.
8. Changes light bulbs.
9. Does interior office painting.
10. Moves furniture and heavy items for officials and employees.
11. Makes general deliveries to all county buildings.
12. See's that courthouse is unlocked and locked at the end of the day if bailiff is absent.
13. Performs housekeeper's duties when custodian is absent.
14. Performs maintenance supervisors duties when supervisor is absent.
15. Police courthouse grounds daily for trash, tree limbs, personal safety hazards.
16. Must be available for some early or late hours if needed.

**NOTE** The duties listed above are intended only as illustrations of types of work that are required. The omission of specific statements of duties does not exclude them from the position.

**MINIMUM JOB REQUIREMENTS**

**Education & Certifications** Diploma or GED

**Skills & Knowledge** Any combination of experience and training that would likely provide the required knowledge and ability is qualifying. Typical way to obtain the knowledge and abilities would be some general maintenance experience is desirable

**Physical Demands** Essential and other important responsibilities and duties may require maintaining physical condition necessary for walking or standing for prolonged periods of time; lifting and carrying heavy materials; trimming trees; moving furniture and boxes; climbing ladders

\*\*\*MUST BE ABLE TO PASS BACKGROUND CHECK  
 \*\*\*MUST BE ABLE TO PASS EMPLOYMENT PHYSICAL, DRUG SCREEN  
 AND BACK SCREEN

EQUAL OPPORTUNITY EMPLOYER