



COPY

POLK COUNTY, TEXAS

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**TO:** John P. Thompson, County Judge & County Commissioners  
**FROM:** Adrena Gilbert, Human Resources Supervisor *AG*  
**RE:** Revision of Personnel Management Systems Book 1 & 2  
**DATE:** June 14, 2010

I am recommending the following changes to Book 1:

- Polk County Inventory-Alpha, Job Inventory Section, Book 1 (pages 1-3)

Revised Job Description Title for Maintenance Supervisor and Custodial Coordinator.  
Wording changed from Maintenance Engineering or Maintenance Engineer to  
Maintenance Department or Maintenance Supervisor.

- Polk County Inventory-By Job (Class) Descriptions, Book 1 (pages 4-6)

Revised Job Description Title for Maintenance Supervisor and Custodial Coordinator.  
Wording changed from Maintenance Engineering or Maintenance Engineer to  
Maintenance Department or Maintenance Supervisor.

- Job Description, Maintenance Supervisor-800, Job Description section, Book 1

Wording revised to include the department name change, as well as position description  
changes.

- Job Description, Custodial Coordinator-801, Job Description section, Book 1

Wording revised to integrate the Custodial Department in with the Maintenance  
Department and position description changed to reflect the change in job duties and title.

- Job Description, Foreman-Maintenance Department-802, Job Description section, Book 1

Wording revised to allow for the department name change.

- Job Description, Custodial/Maintenance Worker-803, Job Description section, Book 1

Wording revised to allow for the department name change.

- Job Description, Maintenance Technician-805, Job Description section, Book 1

Wording revised to allow for the department name change.

- Job Description, Assistant Maintenance Technician-806, Job Description section, Book 1

Wording revised to allow for the department name change.

I recommend the following changes to Book 2:

- Appendix C, Maintenance Supervisor-800, Performance Evaluation, Book 2

Wording revised to reflect all changes made to the Job Description, department name change, job title, and additional duties.

- Appendix C, Custodial Coordinator-801, Performance Evaluation, Book 2

Wording revised to reflect all changes made to the Job Description, department name and job title.

- Appendix C, Foreman-Maintenance Department-802, Performance Evaluation, Book 2

Wording revised to reflect all changes made to the Job Description and department name.

- Appendix C, Custodial/Maintenance Worker-803, Performance Evaluation, Book 2

Wording revised to reflect department name change.

- Appendix C, Maintenance Technician-805, Performance Evaluation, Book 2

Wording revised to reflect department name change.

- Appendix C, Assistant Maintenance Technician-806, Performance Evaluation, Book 2

Wording revised to reflect department name change.

## Polk County Inventory - By Alpha

*General guideline only, departments may use positions not listed*

Class #	Job Title	Pay Group	FLSA Status	EEOC Category
1261	Aging Services Director	20	Exempt	Officials & Administrators
1047	Administrative Assistant/Sheriff	18	Non-exempt	Administrative Support
1269	Aging Services Worker	11	Non-exempt	Administrative Support
1030	Animal Control Officer	15	Non-exempt	Protective Service
1263	Assistant Aging Services Director	17	Exempt	Officials & Administrators
302	Assistant County Auditor	Unclass.	Exempt	Administrative Support
1122	Assistant Criminal District Attorney I	28	Exempt	Professionals
1127	Assistant Criminal District Attorney II	29	Exempt	Professionals
806	Assistant Maintenance Technician	12	Non-exempt	Service-Maintenance
203	Assistant to the County Judge	22	Exempt	Professionals
1242	Assistant Veteran Services Officer	14	Non-exempt	Administrative Support
1063	Bailiff	18	Non-exempt	Protective Service
1061	Bailiff/Courthouse Security	20	Non-exempt	Protective Service
1062	Bailiff/District Court	Unclass.	Non-exempt	Protective Service
107	Bookkeeper	17	Non-exempt	Administrative Support
1033	Captain	25	Exempt	Professionals
104	Chief Deputy Clerk	17	Exempt	Administrative Support
603	Chief Deputy Clerk-Treasurer	17	Exempt	Administrative Support
1032	Chief Deputy Sheriff	26	Exempt	Officials & Administrators
1129	Chief Prosecutor - Misdemeanors & Juv.	32	Exempt	Professionals
1048	CID/Evidence Officer	22	Non-exempt	Protective Service
211	Commissioner	Unclass.	Not Covered	Officials & Administrators
1045	Computer Records Specialist	15	Non-exempt	Administrative Support
703	Computer Specialist	20	Exempt	Technicians
1001	Constable	Unclass.	Not Covered	Officials & Administrators
1265	Cook	9	Non-exempt	Service Maintenance
1057	Corporal	17	Non-exempt	Protective Service
1055	Corrections Officer	14	Non-exempt	Protective Service
1053	Corrections Officer/Shift Supervisor	20	Non-exempt	Protective Service
301	County Auditor	Unclass.	Not Covered	Officials & Administrators
501	County Clerk	Unclass.	Not Covered	Officials & Administrators
1101	County Court-at-Law Judge	Unclass.	Not Covered	Officials & Administrators
201	County Judge	Unclass.	Not Covered	Officials & Administrators
601	County Treasurer	Unclass.	Not Covered	Officials & Administrators
106	Court Clerk	14	Non-exempt	Administrative Support
1103	Court Coordinator	19	Not Covered	Administrative Support
1105	Court Reporter	Unclass.	Non-exempt	Administrative Support
1121	Criminal District Attorney	Unclass.	Not Covered	Officials & Administrators
1123	Criminal Investigator	23	Non-exempt	Protective Service
801	Custodial Coordinator	13	Non-exempt	Service-Maintenance
803	Custodial/Maintenance Worker	9	Non-exempt	Service-Maintenance
404	Delinquent Tax Specialist	21	Exempt	Professionals
105	Deputy Clerk	12	Non-exempt	Administrative Support
1037	Deputy Sheriff (Patrol)	20	Non-exempt	Protective Service
1038	Deputy Sheriff (Transport)	20	Non-exempt	Protective Service

## Polk County Inventory - By Alpha

*General guideline only, departments may use positions not listed*

Class #	Job Title	Pay Group	FLSA Status	EEOC Category
1035	Detective	22	Non-exempt	Protective Service
1034	Detective and Crime Stoppers Coordinator	22	Non-exempt	Protective Service
1131	District Clerk	Unclass.	Not Covered	Officials & Administrators
1231	Emergency Management Coordinator	23	Exempt	Officials & Administrators
910	Environmental Enforcement Officer	20	Exempt	Protective Service
1041	Field Training Officer	21	Non-exempt	Protective Service
1128	First Assistant District Attorney	33	Exempt	Professionals
802	Foreman - Maintenance Department	18	Non-exempt	Service-Maintenance
115	Foreman I - Road and Bridge	20	Non-exempt	Skilled Craft Workers
110	Foreman II - Road and Bridge	22	Non-exempt	Skilled Craft Workers
1264	Head Cook	12	Non-exempt	Service-Maintenance
108	Heavy Equipment Operator	16	Non-exempt	Skilled Craft Workers
206	Human Resources Analyst	16	Non-exempt	Administrative Support
205	Human Resources Supervisor	19	Exempt	Officials & Administrators
215	Inmate Work Supervisor	18	Non-exempt	Protective Service
1052	Jail Administrative Secretary	15	Non-exempt	Administrative Support
1051	Jail Administrator	23	Exempt	Officials & Administrators
1145	JP Chief Court Clerk	16	Non-exempt	Administrative Support
1141	Justice of the Peace Precinct 4	Unclass.	Not Covered	Officials & Administrators
1266	Kitchen Helper	6	Non-exempt	Service-Maintenance
114	Laborer	11	Non-exempt	Service-Maintenance
405	Legal Assistant/Abstractor	18	Non-exempt	Administrative Support
1126	Legal Secretary	14	Non-exempt	Administrative Support
1039	Lieutenant	24	Exempt	Professionals
112	Light Duty Mechanic	16	Non-exempt	Skilled Craft Workers
109	Light Equipment Operator	14	Non-exempt	Service-Maintenance
800	Maintenance Supervisor	22	Exempt	Officials & Administrators
805	Maintenance Technician	16	Non-exempt	Service-Maintenance
111	Mechanic	18	Non-exempt	Skilled Craft Workers
1054	Medical Officer	20	Non-exempt	Technicians
1282	Museum Curator	17	Exempt	Paraprofessionals
701	Network Administrator	24	Exempt	Technicians
902	Office Manager	17	Non-exempt	Administrative Support
1235	Permit Coordinator	13	Non-exempt	Administrative Support
1232	Permit/Inspection Supervisor	18	Non-exempt	Professionals
1236	Project Liaison	18	Non-exempt	Administrative Support
503	Probate Clerk	12	Non-exempt	Administrative Support
101	Receptionist	9	Non-exempt	Administrative Support
113	Road and Bridge Maintenance Worker	12	Non-exempt	Service-Maintenance
102	Secretary I	12	Non-exempt	Administrative Support
103	Secretary II	14	Non-exempt	Administrative Support
1036	Sergeant	22	Non-exempt	Protective Service
1031	Sheriff	Unclass.	Not Covered	Officials & Administrators
1262	Site Manager (Aging Services)	15	Exempt	Officials & Administrators
1271	Social Services Coordinator	17	Exempt	Professionals

**Polk County Inventory - By Alpha**  
*General guideline only, departments may use positions not listed*

<b>Class #</b>	<b>Job Title</b>	<b>Pay Group</b>	<b>FLSA Status</b>	<b>EEOC Category</b>
1040	Special Project Officer	17	Exempt	Professionals
401	Tax Assessor - Collector	. Unclass. .	Not Covered	Officials & Administrators
1043	Telecommunications Operator	14	Non-exempt	Administrative Support
1042	Telecommunications Supervisor	17	Non-exempt	Administrative Support
905	Truck Driver	13	Non-exempt	Service-Maintenance
1267	Van Driver	9	Non-exempt	Service-Maintenance
1241	Veteran's Services Officer	18	Exempt	Professionals
1130	Victim Assistance Coordinator	16	Non-exempt	Administrative Support
1056	Warrant Officer	18	Non-exempt	Protective Service

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## Polk County Inventory - By Job (Class) Descriptions

*General guideline only, departments may use positions not listed*

Class #	Job Title	Pay Group	FLSA Status	EEOC Category
101	Receptionist	9	Non-exempt	Administrative Support
102	Secretary I	12	Non-exempt	Administrative Support
103	Secretary II	14	Non-exempt	Administrative Support
104	Chief Deputy Clerk	17	Exempt	Administrative Support
105	Deputy Clerk	12	Non-exempt	Administrative Support
106	Court Clerk	14	Non-exempt	Administrative Support
107	Bookkeeper	17	Non-exempt	Administrative Support
108	Heavy Equipment Operator	16	Non-exempt	Skilled Craft Workers
109	Light Equipment Operator	14	Non-exempt	Service-Maintenance
110	Foreman II - Road and Bridge	22	Non-exempt	Skilled Craft Workers
111	Mechanic	18	Non-exempt	Skilled Craft Workers
112	Light Duty Mechanic	16	Non-exempt	Skilled Craft Workers
113	Road and Bridge Maintenance Worker	12	Non-exempt	Service-Maintenance
114	Laborer	11	Non-exempt	Service-Maintenance
115	Foreman I - Road and Bridge	20	Non-exempt	Skilled Craft Workers
201	County Judge	Unclass.	Not Covered	Officials & Administrators
203	Assistant to the County Judge	22	Exempt	Professionals
205	Human Resources Supervisor	19	Exempt	Officials & Administrators
206	Human Resources Analyst	16	Non-exempt	Administrative Support
211	Commissioner	Unclass.	Not Covered	Officials & Administrators
215	Inmate Work Supervisor	18	Non-exempt	Protective Service
301	County Auditor	Unclass.	Not Covered	Officials & Administrators
302	Assistant County Auditor	Unclass.	Exempt	Administrative Support
401	Tax Assessor - Collector	Unclass.	Not Covered	Officials & Administrators
404	Delinquent Tax Specialist	21	Exempt	Professionals
405	Legal Assistant/Abstractor	18	Non-exempt	Administrative Support
501	County Clerk	Unclass.	Not Covered	Officials & Administrators
503	Probate Clerk	12	Non-exempt	Administrative Support
601	County Treasurer	Unclass.	Not Covered	Officials & Administrators
603	Chief Deputy Clerk-Treasurer	17	Exempt	Administrative Support
701	Network Administrator	24	Exempt	Technicians
703	Computer Specialist	20	Exempt	Technicians
800	Maintenance Supervisor	22	Exempt	Officials & Administrators
801	Custodial Coordinator	13	Non-exempt	Service-Maintenance
802	Foreman - Maintenance Engineering	18	Non-exempt	Service-Maintenance
803	Custodial/Maintenance Worker	9	Non-exempt	Service-Maintenance
805	Maintenance Technician	16	Non-exempt	Service-Maintenance
806	Assistant Maintenance Technician	12	Non-exempt	Service-Maintenance
902	Office Manager	17	Non-exempt	Administrative Support
905	Truck Driver	13	Non-exempt	Service Maintenance
910	Environmental Enforcement Officer	20	Exempt	Protective Service
1001	Constable	Unclass.	Not Covered	Officials & Administrators
1030	Animal Control Officer	15	Non-exempt	Protective Service
1031	Sheriff	Unclass.	Not Covered	Officials & Administrators
1032	Chief Deputy Sheriff	26	Exempt	Officials & Administrators

## Polk County Inventory - By Job (Class) Descriptions

*General guideline only, departments may use positions not listed*

Class #	Job Title	Pay Group	FLSA Status	EEOC Category
1033	Captain	25	Exempt	Professionals
1034	Detective and Crime Stoppers Coordinator	22	Non-exempt	Protective Service
1035	Detective	22	Non-exempt	Protective Service
1036	Sergeant	22	Non-exempt	Protective Service
1037	Deputy Sheriff (Patrol)	20	Non-exempt	Protective Service
1038	Deputy Sheriff (Transport)	20	Non-exempt	Protective Service
1039	Lieutenant	24	Exempt	Professionals
1040	Special Project Officer	17	Exempt	Professionals
1041	Field Training Officer	21	Non-exempt	Protective Service
1042	Telecommunications Supervisor	17	Non-exempt	Administrative Support
1043	Telecommunications Operator	14	Non-exempt	Administrative Support
1045	Computer Records Specialist	15	Non-exempt	Administrative Support
1047	Administrative Assistant/Sheriff	18	Non-exempt	Administrative Support
1048	CID/Evidence Officer	22	Non-exempt	Protective Service
1051	Jail Administrator	23	Exempt	Officials & Administrators
1052	Jail Administrative Secretary	15	Non-exempt	Administrative Support
1053	Corrections Officer/Shift Supervisor	20	Non-exempt	Protective Service
1054	Medical Officer	20	Non-exempt	Technicians
1055	Corrections Officer	14	Non-exempt	Protective Service
1056	Warrant Officer	18	Non-exempt	Protective Service
1057	Corporal	17	Non-exempt	Protective Service
1061	Bailiff/Courthouse Security	20	Non-exempt	Protective Service
1062	Bailiff/District Court	Unclass.	Non-exempt	Protective Service
1063	Bailiff	18	Non-exempt	Protective Service
1101	County Court-at-Law Judge	Unclass.	Not Covered	Officials & Administrators
1103	Court Coordinator	19	Non-exempt	Administrative Support
1105	Court Reporter	Unclass.	Non-exempt	Administrative Support
1121	Criminal District Attorney	Unclass.	Not Covered	Officials & Administrators
1122	Assistant Criminal District Attorney I	28	Exempt	Professionals
1123	Criminal Investigator	23	Non-exempt	Protective Service
1126	Legal Secretary	14	Non-exempt	Administrative Support
1127	Assistant Criminal District Attorney II	29	Exempt	Professionals
1128	First Assistant District Attorney	33	Exempt	Professionals
1129	Chief Prosecutor - Misdemeanors & Juv.	32	Exempt	Professionals
1130	Victim Assistance Coordinator	16	Non-exempt	Administrative Support
1131	District Clerk	Unclass.	Not Covered	Officials & Administrators
1141	Justice of the Peace	Unclass.	Not Covered	Officials & Administrators
1145	JP Chief Court Clerk	16	Non-exempt	Administrative Support
1231	Emergency Management Coordinator	23	Exempt	Officials & Administrators
1232	Permit/Inspection Supervisor	18	Non-exempt	Professionals
1235	Permit Coordinator	13	Non-exempt	Administrative Support
1236	Project Liaison	18	Non-exempt	Administrative Support
1241	Veteran's Services Officer	18	Exempt	Professionals
1242	Assistant Veteran Services Officer	14	Non-exempt	Administrative Support
1261	Agging Services Director	20	Exempt	Officials & Administrators



## Polk County Inventory - By Job (Class) Descriptions

*General guideline only, departments may use positions not listed*

<b>Class #</b>	<b>Job Title</b>	<b>Pay Group</b>	<b>FLSA Status</b>	<b>EEOC Category</b>
1262	Site Manager (Aging Services)	15	Exempt	Officials & Administrators
1263	Assistant Aging Services Director	17	Exempt	Officials & Administrators
1264	Head Cook	12	Non-exempt	Service-Maintenance
1265	Cook	9	Non-exempt	Service-Maintenance
1266	Kitchen Helper	6	Non-exempt	Service-Maintenance
1267	Van Driver	9	Non-exempt	Service-Maintenance
1269	Aging Services Worker	11	Non-exempt	Administrative Support
1271	Social Services Coordinator	17	Exempt	Professionals
1282	Museum Curator	17	Exempt	Paraprofessionals

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## Job Description: MAINTENANCE SUPERVISOR

CLASS NO. 800

EEOC CATEGORY: Officials and Administrators

PAY GROUP: 22

FLSA: Exempt

### SUMMARY OF POSITION:

Develop and administer programs to maintain buildings and equipment in accordance with regulations and administrative guidelines; maintain buildings and facilities in efficient and workable condition relative to heat, light power, air conditioning, plumbing and other broad environmental factors; direct

### ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: County Judge.
2. Directs: Maintenance Department Staff, as needed.
3. Other: Has contact with other county employees, vendors, and occasionally with the general public.

### EXAMPLES OF WORK:

#### Essential Duties\*

Oversee, perform and direct the maintenance of County buildings and equipment;

Oversee, perform and direct the custodial duties of County buildings;

Establish and administer an effective preventive maintenance program;

Analyze costs and work schedules; set appropriate priorities; expedite operations and repairs;

Participate in the planning and execution of facility renovation projects. Coordinate with contractors from bid process through project acceptance;

Direct the utilities management program in an efficient and cost-effective manner. Promote energy conservation; conduct energy audits. Assure reliability of back up systems;

Develop standards of performance and assign responsibilities to staff, assure accountability;

Effectively project to administration any departmental needs (a.g.; equipment, renovations, etc.)

\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

**CLASS NO. 800 (Continued)**

Develop and maintain effective departmental policies and procedures which meet regulatory requirements and Health & Safety standards; assure staff compliance with these policies and procedures. Promote safe work environment.

Maintain appropriate departmental records and files in a neat, orderly and a professional manner.

Keep County Judge informed on Departmental activity; provide timely and accurate reports and updates.

Effectively prepare annual operational and capital equipment budgets; implement departmental activities within approved budget guidelines.

Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to County Judge.

Actively participate in interdepartmental programs and committees, provide sound input.

Seek self improvement and continued professional development.

Ensure that administrative personnel actions are completed in a timely and professional manner.

Maintain confidentiality.

Perform other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* skills, techniques and equipment used in general maintenance activities; including, but not limited to, minor electrical repair and installation, plumbing repair and installation, HVAC repair and preventive maintenance and structural repair of buildings.

*Ability to:* prepare and maintain work schedules for employees assigned to different locations; supervise and motivate employees in unskilled or semi-skilled positions; evaluate the need for various repairs and maintenance; apply good judgement to varied problems; prepare listings for inventory and ordering supplies; prepare records and reports; understand and communicate to others written and oral instructions; and establish and maintain effective working relationships with personnel from all county departments, vendors, and the general public.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduation, or its equivalent, plus five years related experience, two of which included supervisory duties;

**CLASS NO. 800 (Continued)**

*or any equivalent combination of experience and training which provides the require knowledge, skills, and abilities.*

**CERTIFICATES AND LICENSES REQUIRED:**

HVAC certification as Type II or Universal Technician, as required by 40CFR Part 82, Subpart F.

Valid Texas Drivers License.

## Job Description: CUSTODIAL COORDINATOR

CLASS NO. 801

EEOC CATEGORY: Service-Maintenance

PAY GROUP: 13

FLSA: Non-exempt

### SUMMARY OF POSITION:

Coordinates, oversees, and performs custodial maintenance and clearing of county facilities. Duties include varied general custodial services and grounds keeping, supervision of subordinate employees, upkeep and restocking of custodial supplies inventory, and involvement in coordination of community service and other programs.

### ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Maintenance Supervisor.
2. Directs: Custodial/Maintenance Worker and Groundskeeper.
3. Other: Has contact with other county employees, vendors, and occasionally with the general public.

### EXAMPLES OF WORK:

#### Essential Duties\*

Oversees and/or performs custodial maintenance of county facilities and grounds keeping;

Supervises, evaluates, and trains subordinate personnel;

Prepares work schedules for Groundskeeper and Custodial/Maintenance Worker, and directs daily work of same;

Supervises assigned community service and other work programs;

Maintains inventory of custodial supplies, and purchases necessary supplies and equipment through approved County purchasing process.

Mops, sweeps, vacuums and waxes floors;

Cleans and sanitizes restrooms;

Performs various grounds keeping duties, including mowing, pruning, and edging;

Prepares reports and documentation as necessary; and

*\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.*

**CLASS NO. 801 (Continued)**

May assist Maintenance Supervisor, as requested.

**Other Important Duties\***

Performs such other duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* techniques and equipment used in general custodial, and grounds keeping work, budgeting and performance procedures.

*Ability to:* prepare and maintain work schedules for employees assigned to different locations; supervise and motivate employees in unskilled positions; prepare listings for inventory and ordering supplies; prepare records and reports as required; understand and communicate to others written and oral instructions; and establish and maintain effective working relationships with personnel from all county departments, vendors, and the general public.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduation, or its equivalent, plus five years related experience, two of which included supervisory duties;

*or* sufficient education to read and write plus six years related experience, two of which included supervisory duties;

*or* any equivalent combination of experience and training which provides the required knowledge skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED:**

Valid Texas Driver's License.

\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

## Job Description: FOREMAN-MAINTENANCE DEPARTMENT

CLASS NO. 802

EEOC CATEGORY: Service-Maintenance

PAY GROUP: 18

FLSA: Non-exempt

### SUMMARY OF POSITION:

Coordinates and performs all duties as a maintenance technician. Assumes supervisory responsibilities in the absence of, or as required by, the Maintenance Engineer when performing work on County buildings.

### ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Maintenance Supervisor.
2. Directs: Serves as lead worker with light supervision.
3. Other: Has daily contact with other employees on the job, vendors and contractors, and occasionally with the general public.

### EXAMPLES OF WORK:

#### Essential Duties\*

Performs installations, repairs, replacement and/or maintenance of county facilities and equipment; including HVAC systems, electrical wiring, generators, light fixtures, drinking fountains, ice machines, stoves, ovens, refrigerators, etc.;

Supervises, evaluates, and trains subordinate personnel;

Assist in installing HVAC units and/or components located in or on county building;

Performs a variety of electrical and plumbing installations, repairs and maintenance;

Performs a variety of carpentry duties, including construction of walls, doorways and ceilings and installation of sheetrock, ceiling tile and floor coverings;

Performs texturing, painting, finishing and refinishing;

Performs task assigned in conjunction with preventive maintenance programs established by the Department;

Loads, transports and unloads necessary tools, materials and equipment for assigned projects;

\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations*

**CLASS NO. 802 (Continued)**

May coordinate and assign work of employees under his or her supervision, as required, to ensure that proper policies and procedures are being followed, work and safety standards are being maintained and schedules are being met;

Trains new employees in their duties and equipment operation;

Perform duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* skills, techniques and equipment used in general maintenance and construction activities; including, but not limited to, minor electrical repair and installation, plumbing repair of buildings.

*Ability to:* read and understand construction and utility diagrams; understand and follow written and oral instructions and request clarification when needed; safely operate and maintain tools and equipment associated with job duties; and maintain effective working relationships with personnel from all county departments, vendors, and the general public; maintain Texas Drivers License and good driving record.

Report any and all safety or policies standards to being met to the Maintenance Supervisor.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High School graduation, or its equivalent;

Two (2) years related experience;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED:**

HVAC certification as Type II or Universal Technician, as required by 40cfr Part 82, Subpart F;

Valid Texas Drivers License.



## Job Description: CUSTODIAL/MAINTENANCE WORKER

CLASS NO. 803

EEOC CATEGORY: Service-Maintenance

PAY GROUP: 9

FLSA: Non-exempt

### SUMMARY OF POSITION:

Performs manual and machine-assisted tasks in cleaning and maintaining the interior and exterior of the county offices and the grounds surrounding county buildings.

### ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Custodial Coordinator.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with county personnel and may have contact with the general public.

### EXAMPLES OF WORK:

#### Essential Duties\*

Operates a vacuum cleaner and hand cleaning apparatus;

Cleans and dusts windows, walls, doors, floors (including removing spots from carpets), water fountains, and furniture;

Cleans restrooms and replaces paper products;

Cleans, strips, waxes, and polishes floors as needed and instructed;

Empties and cleans waste receptacles and properly disposes of trash;

Mows and trims grass;

Sweeps, cleans, and mops interior areas of buildings and/or sidewalk and curb areas around building;

Picks up trash on or around the grounds and parking areas of the courthouse and disposes of it appropriately;

Trims trees and bushes and rakes leaves as needed, properly disposing of trimmings;

Utilizes power and hand-operated equipment;

\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

**CLASS NO. 803 (Continued)**

Opens and closes courthouse daily Waters lawn areas sufficiently to keep them in good condition;

Plants flowers and weeds flower bed areas as needed;

Checks buildings for damage and unauthorized entry; and

**Other Important Duties\***

May perform minor carpentry work, painting, and plumbing as directed by Maintenance Supervisor;

May take the mail to the post office after applying appropriate postage; and

Performs such other duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Skill to:* operate power and hand-operated equipment used in mowing and trimming.

*Ability to:* follow oral and written instructions; learn to use janitorial equipment and supplies and cleaning chemicals; and establish and maintain effective working relationships with other county employees and the general public.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Sufficient education to be able to read and write in the English language; six months of related experience preferred;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED:**

Valid Texas Drivers License.

## Job Description: MAINTENANCE TECHNICIAN

CLASS NO. 805

EEOC CATEGORY: Service-Maintenance

PAY GROUP: 16

FLSA: Non-exempt

### SUMMARY OF POSITION:

Performs construction, reconstruction, installation, repair and preventative maintenance of County buildings, facilities and equipment. Maintains buildings, facilities and equipment in efficient and workable condition relative to heat, light, power, air conditioning, plumbing and other broad environmental factors. Required to provide hand tools necessary to perform basic job duties.

### ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Maintenance Supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county employees, vendors, and occasionally with the general public.

### EXAMPLES OF WORK:

#### Essential Duties\*

Performs installation, repairs, replacement and/or maintenance of county facilities and equipment; including HVAC systems, electrical wiring, generators, light fixtures, drinking fountains, ice machines, stoves, ovens, refrigerators, etc.;

Assists in installing HVAC units and /or components located in or on county buildings;

Performs a variety of electrical and plumbing installations, repairs and maintenance;

Performs a variety of carpentry duties, including construction of walls, doorways and ceilings and installation of sheetrock, ceiling tile and floor coverings;

Performs texturing, painting, finishing and refinishing;

Performs tasks assigned in conjunction with preventive maintenance programs established by the Department;

Loads, transports and unloads necessary tools, materials and equipment for assigned projects;

Performs other duties as assigned.

\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

CLASS NO. 805 (Continued)

Other Important Duties\*

May be responsible for maintaining an adequate inventory of office supplies for the department to which assigned; and

Performs such other duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* skills techniques and equipment used in general maintenance and construction activities; including, but not limited to, minor electrical repair and installation, plumbing repair and installation, HVAC repair and preventive maintenance and structural repair of buildings.

*Ability to:* read and understand construction and utility diagrams; understand and follow written and oral instructions and request clarification when needed; safely operate and maintain tools and equipment associated with job duties; establish and maintain effective working relationships with personnel from all general public; maintain Texas Drivers License and good driving record.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduation, or its equivalent;

Two (2) years related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED:**

HVAC certification as Type II or Universal Technician as required by 40CFR Part 82, Subpart F;

Valid Texas Drivers License.

## **Job Description: ASSISTANT MAINTENANCE TECHNICIAN**

CLASS NO. 806

EEOC CATEGORY: Service-Maintenance

PAY GROUP: 12

FLSA: Non-exempt

### **SUMMARY OF POSITION:**

Performs construction, reconstruction, installation, repair and preventative maintenance of County buildings, facilities and equipment. Maintains buildings, facilities and equipment in efficient and workable condition relative to heat, light, power, air conditioning, plumbing and other broad environmental factors. Required to provide hand tools necessary to perform basic job duties. Works in coordination with the Maintenance Technician regarding some tasks.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: Maintenance Supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county employees, vendors, and occasionally with the general public.

### **EXAMPLES OF WORK:**

#### **Essential Duties\***

Performs installation, repairs, replacement and/or maintenance of county facilities and equipment; including assisting on HVAC systems, assisting with electrical wiring, generators, light fixtures, drinking fountains, ice machines, stoves, ovens, refrigerators, etc.;

Assists Maintenance Technician with installation of HVAC units and/or components located in or on county buildings;

Assist in performing a variety of electrical and plumbing installations, repairs and maintenance;

Performs a variety of carpentry duties, including construction of walls, doorways and ceilings and installation of sheetrock, ceiling tile and floor coverings;

Performs texturing, painting, finishing and refinishing;

Performs tasks assigned in conjunction with preventive maintenance programs established by the Department;

Loads, transports and unloads necessary tools, materials and equipment for assigned projects;  
Perform other duties as assigned.

\* for the purpose of compliance with the Americans With Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

CLASS NO. 806 (Continued)

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* skills, techniques and equipment used in general maintenance and construction activities including, but not limited to, minor electrical repair and installation, plumbing repair and installation assisting with HVAC repair and preventive maintenance and structural repair of buildings.

*Ability to:* read and understand construction and utility diagrams; understand and follow written and oral instructions and request clarification when needed; safely operate and maintain tools and equipment associated with job duties; establish and maintain effective working relationships with personnel from county departments, vendors, and the general public; maintain Texas Drivers License and good driving record.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduation, or its equivalent;

One (1) year related experience;

*or* any equivalent combination of experience and training which provides the required knowledge, skill and abilities.

**CERTIFICATES AND LICENSES REQUIRED:**

Valid Texas Drivers License.

\* for the purpose of compliance with the Americans With Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

Performance Rating

JOB TITLE: Maintenance Supervisor

PRINCIPAL DUTIES AND RESPONSIBILITIES:

O U T S T A N D I N G	E X C E P T I O N S	M E X P E C T A T I O N S	W A R N I N G	U N S A T I S F A C T O R Y				
<p>Oversee, perform and direct the maintenance of County buildings and equipment;</p> <p>Oversee, perform and direct the custodial duties of County buildings;</p> <p>Establish and administer an effective preventive maintenance program;</p> <p>Analyze costs and work schedules; set appropriate priorities; expedite operations and repairs;</p> <p>Participate in the planning and execution of facility renovation projects. Coordinate with contractors from bid process through project acceptance;</p> <p>Direct the utilities management program in an efficient and cost-effective manner. Promote energy conservation; conduct energy audits. Assure reliability of back up systems;</p> <p>Develop standards of performance and assign responsibilities to staff, assure accountability;</p> <p>Effectively project to administration any departmental needs (a.g.; equipment, renovations, etc.)</p> <p>Develop and maintain effective departmental policies and procedures which meet regulatory requirements and Health &amp; Safety standards; assure staff compliance with these policies and procedures. Promote safe work environment.</p> <p>Maintain appropriate departmental records and files in a neat, orderly and a professional manner.</p> <p>Keep County Judge informed on Departmental activity; provide timely and accurate reports and updates.</p> <p>Effectively prepare annual operational and capital equipment budgets; implement departmental activities within approved budget guidelines.</p> <p>Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to County Judge.</p> <p>Actively participate in interdepartmental programs and committees, provide sound input.</p> <p>Seek self improvement and continued professional development.</p> <p>Ensure that administrative personnel actions are completed in a timely and professional manner.</p> <p>Maintain confidentiality.</p> <p><u>Other duties performed during evaluation period:</u></p>								

Performance Rating

JOB TITLE: Custodial Coordinator

O U T S T A N D I N G	E X C E P T I O N S	M E X C E P T I O N S	W A R N I N G	U N S A T I S F A C T O R Y
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PRINCIPAL DUTIES AND RESPONSIBILITIES:

Oversees and/or performs custodial maintenance of county facilities and grounds keeping;

Supervises, evaluates, and trains subordinate personnel;

Prepares work schedules for Groundskeeper and Custodial/Maintenance Worker, and directs daily work of same;

Supervises assigned community service and other work programs;

Maintains inventory of custodial supplies, and purchases necessary supplies and equipment through approved County purchasing process.

Mops, sweeps, vacuums and waxes floors;

Cleans and sanitizes restrooms;

Performs various grounds keeping duties, including mowing, pruning, and edging;

Prepares reports and documentation as necessary; and

May assist Maintenance Supervisor, as requested.

Other duties performed during evaluation period:



Performance Rating

JOB TITLE: Foreman -Maintenance Department

O U T S T A N D I N G	E E X C P E C T A T I O N S	M E X P E C T A T I O N S	W A R N I N G	U N S A T I S F A C T O R Y
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PRINCIPAL DUTIES AND RESPONSIBILITIES:

<p>Performs installations, repairs, replacement and/or maintenance of county facilities and equipment; including HVAC systems, electrical wiring, generators, light fixtures, drinking fountains, ice machines, stoves, ovens, refrigerators, etc.;</p> <p>Supervises, evaluated, and trains subordinate personnel;</p> <p>Assist in installing HVAC units and/or components located in or on county building;</p> <p>Performs a variety of electrical and plumbing installations, repairs and maintenance;</p> <p>Performs a variety of carpentry duties, including construction of walls, doorways and ceilings and installation of sheetrock, ceiling tile and floor coverings;</p> <p>Performs texturing, painting, finishing and refinishing;</p> <p>Performs task assigned in conjunction with preventive maintenance programs established by the Department;</p> <p>Loads, transports and unloads necessary tools, materials and equipment for assigned projects;</p> <p>May coordinate and assign work of employees under his or her supervision, as required, to ensure that proper policies and procedures are being followed, work and safety standards are being maintained and schedules are being met;</p> <p>Trains new employees in their duties and equipment operation;</p> <p><u>Other duties performed during evaluation period:</u></p>				
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**JOB TITLE:** Custodial/Maintenance Worker

Performance Rating

O U T S T A N D I N G	E X C P E C T A T I O N S	M E X P E C T A T I O N S	W A R N I N G	U N S A T I S F A C T O R Y
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**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

<p>Operates a vacuum cleaner and hand cleaning apparatus;</p> <p>Cleans and dusts windows, walls, doors, floors (including removing spots from carpets), water fountains, and furniture;</p> <p>Cleans restrooms and replaces paper products;</p> <p>Cleans, strips, waxes, and polishes floors as needed and instructed;</p> <p>Empties and cleans waste receptacles and properly disposes of trash;</p> <p>Mows and trims grass;</p> <p>Sweeps, cleans, and mops interior areas of buildings and/or sidewalk and curb areas around building;</p> <p>Picks up trash on or around the grounds and parking areas of the courthouse and disposes of it appropriately;</p> <p>Trims trees and bushes and rakes leaves as needed, properly disposing of trimmings;</p> <p>Utilizes power and hand-operated equipment;</p> <p>Opens and closes courthouse daily Waters lawn areas sufficiently to keep them in good condition;</p> <p>Plants flowers and weeds flower bed areas as needed;</p> <p>Checks buildings for damage and unauthorized entry; and</p> <p><u>Other duties performed during evaluation period:</u></p>				
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Performance Rating

JOB TITLE: Maintenance Technician

O U T S T A N D I N G	E E X C P E C T A T I O N S	M E X P E C T A T I O N S	W A R N I N G	U N S A T I S F A C T O R Y
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PRINCIPAL DUTIES AND RESPONSIBILITIES:

<p>Performs installation, repairs, replacement and/or maintenance of county facilities and equipment; including HVAC systems, electrical wiring, generators, light fixtures, drinking fountains, ice machines, stoves, ovens, refrigerators, etc.;</p> <p>Assists in installing HVAC units and /or components located in or on county buildings;</p> <p>Performs a variety of electrical and plumbing installations, repairs and maintenance;</p> <p>Performs a variety of carpentry duties, including construction of walls, doorways and ceilings and installation of sheetrock, ceiling tile and floor coverings;</p> <p>Performs texturing, painting, finishing and refinishing;</p> <p>Performs tasks assigned in conjunction with preventive maintenance programs established by the Department;</p> <p>Loads, transports and unloads necessary tools, materials and equipment for assigned projects;</p> <p><u>Other duties performed during evaluation period:</u></p>				
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JOB TITLE: Assistant Maintenance Technician

Performance Rating

O U T S T A N D I N G	E X C E P T I O N S	M E X P E C T A T I O N S	W A R N I N G	U N S A T I S F A C T O R Y

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Performs installation, repairs, replacement and/or maintenance of county facilities and equipment; including assisting on HVAC systems, assisting with electrical wiring, generators, light fixtures, drinking fountains, ice machines, stoves, ovens, refrigerators, etc.;

Assists Maintenance Technician with installation of HVAC units and/or components located in or on county buildings;

Assist in performing a variety of electrical and plumbing installations, repairs and maintenance;

Performs a variety of carpentry duties, including construction of walls, doorways and ceilings and installation of sheetrock, ceiling tile and floor coverings;

Performs texturing, painting, finishing and refinishing;

Performs tasks assigned in conjunction with preventive maintenance programs established by the Department;

Loads, transports and unloads necessary tools, materials and equipment for assigned projects;

Other duties performed during evaluation period: