



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
JOB POSTING #2023-34**

CLOSING DATE: OPEN UNTIL FILLED

Job Title: Facilities Maintenance Technician II

FLSA Status: Non-Exempt

Work Location: 5658 Bear Lane; as assigned

Department: Facilities Maintenance

Reports To: Facilities Maintenance Supervisor

Grade: 16 **Salary:** \$19.34-\$31.53
(Min-Max)

Work Schedule: Mon-Fri 8:00 am – 4:30 pm

General Summary: Under the general direction of the Managing Director of Customer Service, and direct supervision of the Facilities Maintenance Supervisor, performs a variety of preventive maintenance, repairs, and cleaning activities associated with keeping the Corpus Christi Regional Transportation Authority Building, shop building, fuel island, and various other facilities and stations operational, clean, orderly and safe. Working in accordance with production schedules and priorities established by the supervisor personally performs activities such as equipment inspections, repairing, cleaning, and maintaining grounds of physical structures, facilities, and equipment in offices buildings, and industrial shop areas.

Essential and Marginal Job Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Installs, renovates, paints, and repairs bus stops, sun shades, metal benches, trashcans, and anchor plates.
- Responsible for repairing bus lifts, bus wash equipment, and other related equipment.
- Accountable for performing various maintenance repairs including but not limited to plumbing, changing light bulbs, changing air filters, etc.
- Assists with modifications to office space.
- Performs preventive maintenance inspections on various shop equipment, outdoor light fixtures, fuel-dispensing equipment, and station equipment.
- Performs some welding, painting, and carpentry work.
- Performs duties using a variety of general-use hand and power tools and equipment.
- Reports accidents/incidents to supervisory personnel, promptly completing all reporting documentation.
- Maintains work area in clean and safe working condition, emptying trash containers, putting up cleaning material and equipment, cleaning up spills, and cleaning bus wash area.
- Uses all equipment, tooling, and machinery in an appropriate and safe manner, identifying and reporting all such equipment that is broken, damaged, or unsafe.
- Prepares various areas for special events.
- Completes all required reports and records in a timely and accurate fashion.
- Maintains a dependable attendance record.
- Complies with Regional Transportation Authority policies and procedures.
- Establishes and maintains an effective professional working relationship with those contacted in the course of work.
- Wears personal protective equipment and complies with safety regulations.
- Maintains confidentiality and interacts with others in an effective professional manner.
- Performs other duties as assigned.

It is the CCRTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. To request a reasonable accommodation regarding your application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 289-2712.

Qualifications include:**Knowledge of:**

- Occupational hazards, standards safety practices, and Material Safety Data Sheet (MSDS) regulatory requirements;
- Basic maintenance procedures including carpentry, painting, plumbing, welding, masonry, and landscaping; basic electrical skill
- Basic computer skills including spreadsheet and word processing software;
- Safe operating practices and precautions for forklifts, buses, and various tools, including power drills, scrubbers, sweeps, generators, and handheld tools; and
- Correct English usage, spelling, and vocabulary.

Ability to:

- Comply with Corpus Christi Regional Transportation Authority's policies and procedures and federal, state, and local government regulations;
- Drive a service vehicle, both automatic and standard transmissions;
- Work independently in the absence of supervision;
- Respond to public inquiries in a courteous manner;
- Learn to perform a variety of skilled maintenance work in the area of work assigned
- Interpret written instructions and warning labels or cleaning chemicals;
- Use good judgment as it relates to safety, professional conduct, and work-related matters;
- Operate a bus, a truck, occasionally a forklift, and a motorized industrial sweeper and scrubber;
- Interact courteously and effectively with a diverse internal customer base;
- Work immediately before, during, or immediately after an emergency as required as part of the CCRTA's Emergency Response Team to provide emergency services to the general public during emergency situations;
- Communicate effectively both verbally and in writing;
- Willingly foster a positive work environment; and
- Understand and follow oral and written instructions.

Skills:

- Good literacy skills and a basic understanding of math in order to use checklists, complete written accident/incident reports, and mix/use cleaning solutions and materials properly and safely;
- Basic oral and communication skills; and
- Effective interpersonal skills.

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education, and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Associate's degree in the related field.
- **Experience:** Minimum one (1) year related experience.
- **License or certificate:** Must possess a valid Texas Driver's License, prefer licensed electrician and/or certified HVAC Industrial Chiller
- **Other Requirements:** Must be at least 18 years of age. Any job offer and continued employment is contingent upon completing and passing a pre-employment job agility evaluation, physical, drug and alcohol screen, and background investigation.

Working Conditions and Physical Requirements:

While performing the duties of this job the employee will predominantly work outside and in a shop environment. The employee is exposed to extreme weather conditions and to wet and/or humid conditions; moving mechanical parts. Employees will work in an environment where there is a risk that they will be exposed to chemicals and fumes. An average amount of overtime and extended work hours are required. The noise level in the work environment is moderate to high. Standard physical activity includes, but is not limited to, standing, and walking activities. Essential and marginal functions require the ability to grasp with both hands, twist both wrists, use both arms to push, pull, hold, and carry items, and bend, kneel, squat, and twist safely. Work requires the ability to lift up to 60 lbs and store at shoulder height or higher. Machinery and tool operation requires the use of safety equipment including but not limited to, eye safety glasses and work boots.