

**JOB POSTING #2024-39**  
**CLOSING DATE: OPEN UNTIL FILLED**

**Job Title:** Facilities Maintenance Technician I

**FLSA Status:** Non-Exempt

**Work Location:** 5658 Bear Lane

**Department:** Facilities Maintenance

**Reports To:** Facilities Maintenance Tech I Supervisor

**Grade:** 13 **Salary:** \$17.06 - \$27.81

**Work Schedule:** Monday – Sunday 7:00 am – 3:30 pm. Rotating Schedule.

**General Summary:** This position is responsible for jobs delegated to them by the Facilities Maintenance Tech I Supervisor. Jobs include but are not limited to shelter and sign installation, lawn maintenance, maintaining the general appearance of bus stops, shelters, and all CCRTA customer amenities, and some janitorial duties.

**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:

- Performs facilities maintenance services that include cleaning the parking lot, lawn maintenance, and tree trimming, moving items from one building to another, cleaning lenses and lens covers, and maintaining the sprinkler systems.
- Maintenance of the bus stop shelters includes removing graffiti, lawn maintenance, trash removal, power washing, and sign installation/sign repair.
- Maintenance of the bus stop stations that includes lawn/sprinkler maintenance, power washing, and trash removal services.
- Performs duties using a variety of general-use hand and power tools and equipment.
- Reports accidents and incidents to lead/supervisory personnel as they occur, promptly completing all reporting documentation.
- Maintains work area in clean and safe working condition, emptying trash containers, putting up cleaning materials and equipment, cleaning up spills, and cleaning bus wash area.
- Uses all equipment, tooling, and machinery appropriately and safely, identifying and reporting all such equipment that is broken, damaged, or unsafe.
- Completes all required reports and records in a timely and accurate fashion.
- 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.

**Qualifications include:**

**Knowledge, Skills & Abilities:**

- Occupational hazards, standards safety practices, and Material Safety Data Sheet (MSDS) regulatory requirements.
- Office cleaning and/or shop maintenance cleaning using various types of floor equipment.
- Basic techniques, materials, and equipment (Power wash, lawn mowers, air blowers, sweepers, etc.) used in lawn and gardening, and area of work assigned.

- Standard safety procedures and precautions; and
- Works independently in the absence of supervision.
- Responds to public inquiries in a courteous manner.
- Learns to perform a variety of skilled maintenance and janitorial work in the area of work assigned.
- Interprets written instructions and warning labels or cleaning chemicals.
- Arranges things or actions in a certain order or pattern according to a specific rule or set of rules, which also utilizes supplies and equipment properly, and without waste.
- Uses good judgment regarding safety, professional conduct, and work-related matters.
- Operates a service truck or vehicle, occasionally a forklift, and a motorized industrial sweeper and scrubber.
- Interacts courteously and effectively with a diverse internal customer base.
- Complies with CCRTA policies, procedures, and federal, state, and local government regulations.
- Works 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 emergencies.
- Communicates in English effectively, verbally and in writing with an emphasis on clarity of expression.
- Willingly fosters a positive work environment
- Maintains a dependable attendance record
- Understands and follows oral and written instructions and a basic understanding of math to use checklists, complete written accident/incident reports, and mix/use cleaning solutions and materials properly and safely.
- Effective interpersonal skills.

#### **Physical Requirements:**

Standard physical activity includes, but is not limited to, standing, and walking activities. Essential & 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 to 50 lbs and store at shoulder height or higher. Machinery and tool operation requires the use of safety equipment to include but not limited to, eye safety glasses and work boots.

#### **Working Conditions:**

While performing the duties of this job the employee will predominantly work outside and in a shopping environment. The employee is exposed to extreme weather conditions and 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.

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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, and may be made to enable individuals with disabilities to perform essential functions. To request 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) 903-3524*

**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:** High school diploma or GED.
- **Experience:** Minimum one (1) year related experience.
- **License or certificate:** Must possess a valid Texas Driver's License.
- **Other Requirements:** Must be at least 18 years of age. Any job offers and continued employment are contingent upon completing and passing a pre-employment job agility evaluation, physical, drug, and alcohol screen, and background investigation.

*CCRTA is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace. M/F/D/V*