

JOB POSTING #2024-40
CLOSING DATE: OPEN UNTILL FILLED

Job Title: Facilities Maintenance Technician II

FLSA Status: Non-Exempt

Work Location: 5658 Bear Lane

Department: Facilities Maintenance

Reports To: Facilities Maintenance Supervisor

Grade: 16 **Salary:** \$19.73 - \$32.16

Work Schedule: Monday – Friday, 8:00 am – 4:30 pm

General Summary: Under the general direction of the Facilities Building Manager, 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 office 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, sunshades, 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 appropriately and safely, 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.
- 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.
- 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.

- Complies with Corpus Christi Regional Transportation Authority's policies and procedures and federal, state, and local government regulations.
- Works independently in the absence of supervision.
- Responds to public inquiries in a courteous manner.
- Learns to perform a variety of skilled maintenance work in the area of work assigned.
- Uses good judgment as it relates to safety, professional conduct, and work-related matters.
- Operates a service truck or vehicle, occasionally a forklift, and a motorized industrial sweeper and scrubber.
- Interact courteously and effectively with a diverse internal customer base.
- 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.
- Maintains a dependable attendance record.
- Willingly fosters a positive work environment.
- 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.
- Communicates in English effectively, verbally and in writing with an emphasis on clarity of expression.

Physical Requirements:

Standard physical activity includes, but is not limited to, standing, and walking activities. Essential and marginal functions require grasping with both hands, twisting both wrists, using both arms to push, pull, hold, and carry items, and bending, kneeling, squatting, and twisting safely. Work requires lifting up to 60 lbs. and storing 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 shop 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:** Associate degree in a 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 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