

CITY OF BRIDGEPORT, TEXAS

**PART-TIME 29 FACILITY MAINTENANCE TECHNICIAN**

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

*The City of Bridgeport does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. The City is an equal opportunity employer.*

**FLSA:** non-exempt

**STARTING PAY:** \$14.00/hour

**HOURS:** Part time, flexible schedule up to 29 hours per week

**DEFINITION**

To perform semi-skilled and skilled tasks in several trades involved in construction, maintenance, and repair of City buildings and facilities; and to perform related and other work as required to maintain City facilities in safe and efficient condition.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Facility Maintenance Supervisor and the Director of Parks and Recreation.

Exercises no supervision.

**ESSENTIAL FUNCTION STATEMENTS** – *Essential duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Performs routine unskilled or semi-skilled tasks in plumbing, carpentry and electrical.
2. Conducts regular preventive maintenance inspections of City buildings to ensure proper operating condition.
3. Changes bulbs, plugs, ballasts, switches and fixtures, and performs minor electrical repairs on de-energized lines.

4. Performs rough and some finish maintenance carpentry and minor structural repair on City buildings and facilities.
5. Installs cabinets, molding, trim work, floor tiles, baseboards, carpet, bike racks, hand rails and other items as needed.
6. Empties, cleans, and sanitizes waste receptacles in parks and other public spaces.
7. Installs, repairs, and maintains lavatories, sinks, wash basins, toilets, urinals, fountains, grease traps, drains, gas and electric water heaters, appliances, and other systems and fixtures as required.
8. Performs primer, enamel and lacquer painting and wallpapering work, using brush, roller and spray equipment on a variety of surfaces and materials including metal surfaces.
9. Repairs and replaces doors, windows, building hardware, fencing, gates and associated apparatus.
10. Performs inspections and minor maintenance to heating, ventilating and air conditioning in City buildings, furnishings and building components; works with external contractors to repair, replace, and/or install specialized systems.
11. Repairs pumps and related plumbing equipment, plumbing fixtures and related apparatus.
12. Performs specialized projects such as restoration programs on floors, walls, ceilings, furniture, and other items as needed.
13. Seals and repairs leaks in roofs, walls, windows and ducts.
14. Moves boxes, furniture and fixtures, as needed.
15. Maintains inventory of needed parts and tools.
16. Performs related duties and responsibilities as required.
17. Moves and arranges furniture and equipment; sets up rooms for conferences and meetings.
18. Performs cleaning and custodial duties as needed.
19. Performs related duties and responsibilities as required.
20. Attends work regularly as scheduled and remains alert at all times.

## **QUALIFICATIONS**

### **Knowledge of:**

Common construction and maintenance of hand tools, equipment and materials;  
Occupational standards and safety precautions; and  
Safe work practices.

### **Ability to:**

Perform routine and semi-skilled tasks in a variety of maintenance and construction activities;

Work independently in the absence of supervision;

Use a variety of maintenance equipment, supplies and materials;

Clean and care for assigned areas and equipment;

Understand and follow oral and written directions;

Provide excellent customer service to the public and other City employees;

Establish and maintain effective relationships with those contacted in the course of work;

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing, bending, or crouching for extended periods of time*
- *Operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment and vehicles.*

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

One to two years of related maintenance experience is desirable.

#### **Training:**

High school diploma or GED required.

#### **License or Certificate:**

Possession of, or ability to obtain immediately, an appropriate, valid Texas driver's license.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Work indoors or outdoors in a variety of environmental conditions, including heat, cold, dampness, humidity, dryness, dust, smoke, noise; travel from site to site; work with, in and around chemicals and solvents; exposure to toxic materials and infectious waste; work in, on or around electricity or electrical items, gas, fumes, vibration, slippery or uneven surfaces, wastewater, ladders and scaffolds, confined spaces, water and machinery; work around construction and operating equipment.

### **Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for standing, walking, bending, crawling, kneeling, climbing or crouching for prolonged periods of time; lift, carry, push, tug and pull weights exceeding 50 pounds; reach above shoulder height; use limbs repetitively and operate motorized equipment and work with or in moving vehicles; use fine motor skills to manipulate small objects. Work is performed indoors and in the field under a variety of weather conditions, including rain and extremes of heat and cold and include exposure to noise, dust, fumes, vibrations, airborne particles, noxious odors, grease, oil, cleaning chemicals, paints, glues, solvents and spills. Working under sinks, under floors and in ceilings involves working in small, cramped areas. Work is performed at heights greater than 10 feet when changing light tubes, painting, sealing roofs or making other repairs on the side or roofs of buildings.

## **BENEFITS**

The City currently offers Part-Time 29 employees the following benefits: participation in the Texas Municipal Retirement System where the City matches employee contributions 2:1; nine partial paid holidays plus three partial paid floating personal days; partial paid vacations and sick days; and a sick day pool. The City has a telemedicine plan available to the employee & their family at no charge. Employees are provided with \$30K life/ADD insurance with an option to purchase additional and/or dependent coverage. The City pays a monthly cell phone allowance and offers extra pay for bilingual employees as applicable.

## **DISCLAIMERS**

This job description is:

1. Intended to describe the general nature and level of work being performed by any employee assigned to this job title. It is not intended to be a complete list of all job duties, responsibilities, and/or behaviors of employees in this job. It is intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable

accommodation.

2. Not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under their supervision.
3. Not an employment agreement or contract. The City of Bridgeport has the exclusive right to alter this job description at any time without notice.

A criminal history, driver's license check and drug test are required for employment.

In compliance with the Americans with Disabilities Act, the City of Bridgeport will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

### **ACKNOWLEDGEMENT**

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Bridgeport. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

**Signature / Approval**

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Employee's Printed Name