

**CITY OF GONZALES
POSITION DESCRIPTION**

TITLE: Maintenance
DEPARTMENT: Building Maintenance

JOB CODE: Full-Time
FLSA: Non Exempt

SUMMARY: This is a service, maintenance and construction position responsible for the building, maintenance and repair of City owned facilities. Self-motivated problem solver with initiative and drive to determine maintenance needs and implement solutions. This position directly reports to the Special Projects Manager for supervision.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Maintain and repair mechanical equipment such as A/C units, and buildings
- Inspect and diagnose problems and figure out the best way to correct them, repair manuals, and parts catalogs
- Do routine preventive maintenance to ensure that machines continue to run smoothly
- Assemble and set up machinery or equipment such as pressure washers, filing cabinet locks and chairs
- Plan repair work using diagrams
- Upkeep of buildings and properties
- Keep detailed records of their work
- Operate heavy machinery including backhoe, telehandler
- Assist other departments on projects
- Other duties as assigned.

Required Knowledge and Skills:

- Skill in providing excellent customer service to persons of all ages, regardless of social or economic backgrounds.
- General accepted construction principles.
- Basic electrical, plumbing, HVAC knowledge

Required Education, Experience and Certificates:

- High School Diploma or equivalent
- Valid Texas Driver's License
- 2 years in a construction related field

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting and outside environment
- May be subject to bending, reaching, kneeling and lifting (up to 100 lbs.)
- May be subject to dangerous machinery, exposure to extreme weather conditions, potential for physical harm, hazardous chemicals

Equipment and Tools Utilized:

- All hand and power tools related to the construction industry
- Heavy equipment including backhoe, telehandler