

# KENDALL COUNTY CLASS SPECIFICATION

## FACILITIES TECHNICIAN

**Department:** Courthouse & Related Buildings

**Report to:** Facilities Manager

**Salary Committee Reviewed:** March 4, 2024

**FLSA:** Non-Exempt

**Work Status:** Full time

**EEO Category:** Service Maintenance

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### GENERAL SUMMARY

Under general supervision, the purpose of the position is to assist the Facilities Manager in the maintenance of all Kendall County buildings. Employees in this classification are responsible for performing preventative maintenance on buildings and repairing buildings and systems of structures.

### ESSENTIAL FUNCTIONS

Repairs County owned buildings; repairs various systems including plumbing, electrical, structural, heating, and cooling.

Performs preventive maintenance on HVAC systems.

Operates various hand and power tools used in building maintenance.

Purchases materials to complete repair jobs.

Operate motor vehicle.

Other duties as assigned

### EXPERIENCE AND TRAINING

High school diploma or GED; two years previous experience in facilities and building maintenance and repairs.

### LICENSES AND CERTIFICATIONS

Valid Texas Driver's License

### KNOWLEDGE, SKILLS AND ABILITIES

#### Knowledge of:

- Maintenance and repair of various building and facilities systems
- Electrical, plumbing and HVAC repairs
- Speak English

**Ability to:**

- Communicate verbally and in writing to allow comprehension by receiving party.
- Understand and exchange information with supervisors and co-workers.
- Communicate and interact with vendors and other county departments.
- Follow safe work practices including workplace safety policies and procedures.
- Wear safety boots.
- Prolonged periods of walking, standing, bending, stretching, pushing, pulling, climbing ladders, or kneeling.
- Exert heavy physical effort involving objects and materials of 50 pounds and sometimes up to 100 pounds in various environments and weather conditions.

**Equal Opportunity**

Kendall County will not discriminate on the basis of race, color, religion, national origin, sex, including lesbian, gay, bi-sexual or transgender status, age, genetic information, pregnancy, veteran status, disability, or any other condition or status protected by law in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by state or federal law or where a bona fide occupational qualification (BFOQ) exists. Employees who need an accommodation as a result of a condition or status protected by law should advise their Elected Official, Appointed Official, Department Head, or the Human Resources Department.

**Acknowledgement**

I, \_\_\_\_\_, have reviewed this job analysis and find it to be an accurate description of the demands of the job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Human Resources Director

\_\_\_\_\_  
Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.