



# TRAVIS CENTRAL APPRAISAL DISTRICT

## JOB DESCRIPTION

JOB TITLE	Facilities Support Specialist	DATE	JOB #	December 2025	2025121001
DEPARTMENT	Administration	STATUS	Exempt		
REPORTS TO	Executive Support & Facilities Coordinator	PAY GRADE	6		

*This job description is not an employment agreement, contract agreement, or contract. Management has the exclusive right to alter this job description at any time without notice. This job description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

### POSITION SUMMARY

The Facilities Support Specialist performs routine inspections, minor repairs, and general support tasks. This position requires flexibility to step in as a backup for the Maintenance Technician, as well as for the Mailroom Manager. The role emphasizes proactive maintenance, safety compliance, and efficient resource management, with opportunities for minimal supervision in a dynamic environment. Occasional after-hours, weekend, or on-call work may be required to address urgent issues.

### ESSENTIAL DUTIES

- Inspect buildings, electrical systems, grounds, and equipment daily to ensure safe, well-maintained conditions; identify and report hazards, defects, and needs for adjustment or repair.
- Perform minor troubleshooting and repairs, such as replacing light bulbs, ballasts, fuses, plugs, switches, and outlets.
- Assist with preventive maintenance and basic HVAC troubleshooting, including changing filters and operating thermostat controls.
- Conduct basic plumbing services and repairs, such as opening clogged lines and drains, and servicing fixtures.
- Execute light carpentry, painting, and repair work, including replacing floor molding, tiles, and performing minor wall repairs.
- Handle light grounds care, including watering plants, trimming vegetation, fertilizing, and removing debris.
- Perform occasional light janitorial duties, such as sweeping, trash removal, and maintaining clean restrooms throughout the day.
- Manage locksmith duties, including installing, repairing, and replacing locks; hanging and repairing doors; and inspecting, servicing, and maintaining doors and windows.
- Complete maintenance work orders accurately and in a timely manner; maintain detailed written logs of all work performed.
- Operate and maintain an inventory of tools, supplies, and equipment; recommend purchases as needed to ensure availability.
- Assist with moving, loading, unloading, and storing furniture, supplies, and equipment.
- Schedule and coordinate contract labor for specialized tasks when internal resources are unavailable.
- Respond promptly to after-hours calls for urgent or emergency maintenance issues, with potential schedule adjustments or weekend requirements.
- Wear appropriate personal protective equipment (PPE) at all times while performing assigned duties.
- Process all incoming and outgoing mail in a timely and accurate manner during the Mailroom Manager's absence.
- Sort and deliver incoming mail to departments and employees; distribute interdepartmental mail, notices, and memoranda.
- Pick up outgoing departmental mail, process, weigh, and prepare it for shipment.
- Operate mailroom equipment, including postage meters, photocopying machines, folding, and inserting machines.
- Maintain records of mail receipts, mailing dates, postage usage, and other required documentation.
- Replenish postage funds and maintain adequate supplies in the mailroom.
- Ensure confidential and sensitive information is handled and protected in accordance with company policies.
- Communicate effectively, professionally, tactfully, and courteously with employees, contractors, vendors, and the public.
- Read, interpret, and work from blueprints, drawings, written instructions, and oral directions as required.
- Perform all other duties as assigned in accordance with established practices, procedures, techniques, and safety standards, with minimal supervision

### MINIMUM EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent; vocational training or certification in maintenance, HVAC, plumbing, or electrical systems preferred.
- 1-2 years of experience in facilities maintenance, janitorial, or mailroom operations.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Basic knowledge of building systems, tools, and safety protocols; familiarity with mail processing equipment a plus.
- Strong problem-solving skills and ability to perform physical tasks (lifting up to 50 lbs., standing for extended periods).
- Excellent organizational and time-management abilities to handle multiple priorities.
- Valid driver's license and reliable transportation for potential off-site errands.
- Proficiency in basic computer applications for logging work and maintaining records
- Ability to recognize confidential information and protect it

### PHYSICAL AND ENVIRONMENTAL DEMANDS

Ability to sit, stand, walk, and climb stairs, with occasional lifting of up to 50 pounds. Requires excellent concentration and time management to work effectively in a high-demand environment. This role involves indoor and outdoor work in varying weather conditions, with exposure to dust, chemicals, and noise.

**Employment is contingent upon a post-offer criminal background check.**

The Travis Central Appraisal District is an equal opportunity/affirmative action employer. The Travis Central Appraisal District does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, military service, AIDS or HIV status, ancestry, national or ethnic origin and any other characteristic protected by law.

*Resumes are welcome, but applicant must submit a completed employment application before an interview will be granted.*