



TRAVIS CENTRAL APPRAISAL DISTRICT

HUMAN RESOURCES DIVISION

JOB DESCRIPTION

DATE	June 2022	JOB TITLE	Maintenance Assistant
DEPARTMENT	Administrative	STATUS	Non-Exempt
REPORTS TO	Deputy Chief	SALARY	Grade 4
JOB#	2022120100		

ESSENTIAL JOB FUNCTIONS:

This position reports to the Deputy Chief and operates as a backup to the Mail Clerk.

- Employee will perform incoming and outgoing deliveries periodically
- Maintenance and repair of the lighting system, including changing bulbs and ballasts
- HVAC system preventative maintenance and operating thermostat controls
- Minor plumbing, including freeing stoppages
- Light Grounds care, including watering, fertilizing, trimming, blowing
- Occasional light janitorial involving sweeping, picking up trash, and maintaining clean restrooms during the day
- Setting up and tearing down furniture for meetings and interior office moves
- Light carpentry, painting, and maintenance of District building
- Some scheduling and supervision of contract labor
- Hanging and repairing doors
- Replacing floor molding and tile
- Replacing hardware
- Moving of boxes
- Maintain written logs of maintenance performed
- Other duties as required

QUALIFICATION REQUIREMENTS:

Experience: Prefer five years of experience in general maintenance; would substitute some of the time requirements for time spent working in plumbing, electrical, HVAC, carpentry, or as a general contractor

KNOWLEDGE & ABILITIES:

- Good communication skills - written and oral
- Ability to use a computer for e-mails and maintenance logs
- Stable job history
- Clean driving record, valid Texas Driver's License
- Must be authorized to work in the US
- Must be highly organized, detail-oriented, excellent self-starter, and able to prioritize and complete projects promptly.

ESSENTIAL PHYSICAL DEMANDS: Walking, standing, kneeling, bending, reaching, twisting upper body, carrying, pushing, pulling, climbing, driving, and lifting to 50 lbs.

ENVIRONMENT FACTORS: Must be able to work in a hot, dusty environment

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.