

EMPLOYMENT NOTICE

JOB TITLE: ASSISTANT MAINTENANCE SUPERVISOR
DEPARTMENT: BURNET COUNTY MAINTENANCE
LOCATION: BURNET COUNTY
SALARY: COMMENSURATE WITH EXPERIENCE

GENERAL STATEMENT OF DUTIES:

This position under the direction of the maintenance supervisor performs a variety of routine and complex, technical and professional work in analyzing various components of the overall maintenance and cleaning of Burnet County facilities and property.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Must have a minimum of one (1) year direct supervisory experience of four or more subordinates. Must have a minimum of three (3) years of directly related experience in basic entry-level maintenance, troubleshooting, repair and safety as it pertains to maintenance. Must have one (1) year of experience reading and understanding blue prints, schematics and/or architectural drawings. Must have a good working knowledge of HVAC, electrical and plumbing; a current license in any of the mentioned trades is a plus

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduate or its equivalent plus three (3) years of experience in building maintenance or a journeyman level license in HVAC, Plumbing or Electrical.

CERTIFICATE AND LICENSE REQUIREMENTS:

Must have a Class C driver's license and a TCOLE (Jailers) license must be obtained within six (6) months.

EQUAL EMPLOYMENT OPPORTUNITY:

This office complies with all State and Federal laws re: nondiscrimination against any person in job structuring, recruitment, examination, selection, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, handicap, nation origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupation qualifications and job-related factors such as skill knowledge, education, experience, and ability to perform a specific job.

APPLICATIONS:

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained between the hours of 8:00 a.m. and 5:00 p.m. from the Human Resources Office, at the Annex on the Square, 133 E. Jackson, Burnet or from the Burnet County website (burnetcountytexas.org). Completed applications will be accepted at the Human Resources Office or by email hrc@burnetcountytexas.org or by fax at 512/715-5259 until position is filled. Applications submitted by fax must be legible.