



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Maintenance Technician	Job Code:	8011030	Job Grade:	08
Reports To:	Maintenance Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Facilities Management	Loc. Code:	3011074	SIC Code:	7349
				WC Code:	8810
Division:		CS Code:	C	EEO Code:	G15

Summary of Functions: Assists maintenance personnel in all areas of building maintenance including plumbing, electrical and air conditioning. Responds to emergency calls during evening, midnight and weekend shifts.

Management Scope: N/A

Duties and Responsibilities: Must be demonstrated within first six (6) months.	% of Time	Essential Non-essential
1. Performs minor maintenance, makes emergency repairs and adjustments to buildings, plumbing, electrical and HVAC systems. Coordinates with On Call supervisor for assistance as needed.	50	E
2. Performs scanning, logging, inspections and/or maintenance of building mechanical equipment: logs meter readings, checks consoles and floor units for proper operation.	20	E
3. Works on jail doors: adjusting, repairing parts of door mechanisms, as necessary.	10	E
4. Performs inspections on main and auxiliary mechanical systems, including air conditioning, boiler condensation tanks and pumps.	05	E
5. Performs weekly and monthly operational and maintenance inspections.	05	E
6. Maintains and completes reports, as required.	05	E
7. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited High School/GED program. 6 months of general maintenance experience in a mechanical field not limited to building maintenance or one (1) year of formal work-related training or a combination of the two (per Facilities hiring/promotion matrix).

Special Note: Six (6) months of work related experience can substitute for six (6) months of formal training or any combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Must have a valid Texas Drivers License and good driving record. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code. Must provide a

10-year driving history. Must pass a security clearance check. Position is required to work rotating days/shifts.

Juvenile Department:

“Position requires working with juveniles who may have committed dangerous/aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment.”

Physical/Environmental Requirements:

Ability to climb ladders and lift weights in excess of 50 lbs. assisted. Ability to operate equipment efficiently and safely. Ability to withstand prolonged sitting, standing, bending, squatting, twisting, kneeling, stretching, lifting and climbing ladders. Must be able to work in varying conditions surroundings, and all weather conditions.

Hay Points/Point Factor:

HS12=100, E4=40, VM2C=20, PD1A=5, WH1A=5, WE1A=5, IC2C=35, DL3=20, PS2=15, RE1C=15, SF2A=15, TTL= 275

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 10/03, 10/21/13,
4/2/2015; 8/2015

Approved by Civil Service Commission on

Date 11/17/03, 10/21/13;
4/20/2015; 8/11/2015

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.