

**JEFFERSON COUNTY  
EMPLOYMENT OPPORTUNITY**

**Job Title:** Utility Maintenance Worker  
**Department:** Maintenance - Beaumont  
**Reports To:** Building Superintendent  
**Salary:** \$13.1548/hr or greater depending on qualifications  
**Application Deadline:** Open Until Filled

**DUTIES AND RESPONSIBILITIES**

**Essential Job Functions:** Assists with general maintenance and repair of courthouse complex buildings and equipment; tasks may include but are not limited to: air conditioning and electrical work, plumbing, carpentry, painting; assists with general custodial and housekeeping tasks; moves furniture; changes light bulbs; makes deliveries for Printing, Data Processing, Purchasing Departments; delivers copy paper; assists with loading/unloading at Shipping and Receiving docks; picks up mail at the Post Office; picks up parts and supplies; answers department telephone; takes service requests and reports; checks building status on computer printout; may perform security duties, i.e. checks locks, buildings, and equipment at assigned hours, opens/closes buildings, etc.; checks computer printout of systems status. Regular and predictable attendance is an essential function of this position.

**Other Job Functions:** Performs other job related duties, as directed.

**NOTE:** The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

**Equipment Used:** Hand/power tools and equipment necessary for maintenance and repair of equipment, buildings and/or facilities, including but not limited to plumbing, air conditioning, and electrical systems; general custodial equipment and supplies.

**JOB REQUIREMENTS**

**Knowledge, Skills and Other Characteristics:** *Knowledge of:* tools, equipment, methods, and materials used in public works and facility construction, maintenance, and repair activities; practices followed in the care and safe operation of power tools, motorized equipment and power tools; precautions necessary to work safely around mechanized equipment; basic air conditioning, carpentry, electrical, painting, and plumbing tasks. *Skill in:* the safe use of common hand tools and light power equipment; performing manual labor for protracted periods of time; understanding and complying with oral and written instructions; working effectively with others on a team or crew.

**Education & Experience:** High school graduate or GED and two years of experience in skilled facility maintenance work; or any equivalent combination of training and experience. Texas Motor Vehicle Operator's License.

**WORK SITUATIONS/DEMANDS/EFFORT:** Job requires working alone and with others; flexibility in order to perform a variety of tasks; performing routine, repetitive duties; driving a vehicle (truck); possible irregular hours; supervisor assigns tasks and checks work; employee works independently within established guidelines and time frame

**WORKING CONDITIONS:** Work is performed in all areas of county buildings and outside; employee may be subject to adverse weather and environmental conditions; noise and vibration; machinery and equipment with moving parts; adverse atmospheric conditions from dust, fumes, chemicals, paint, etc. **Must be available to work the following schedule: Monday – Friday 7am to 3:30pm, with alternating weekend shifts and possibly evening shifts during the week.**

**PHYSICAL REQUIREMENTS:** Job duties require regular walking; prolonged standing; working with tools; climbing ladders; reaching; moving objects weighing 50 lbs. or more, such as tools, equipment, supplies, paper, etc. by lifting, carrying, pushing and/or pulling. Appropriate safety precautions must be observed.

**Apply at: Human Resources Department  
Jefferson County Courthouse, Annex 1 Building  
1225 Pearl St., Suite 201, Beaumont, TX 77701  
(409) 839-2391  
Fax: (409) 839-2399**

E-mail resumes and/or signed applications to: [hrdept@co.jefferson.tx.us](mailto:hrdept@co.jefferson.tx.us)

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.