



MAINTENANCE TECHNICIAN POSITION DESCRIPTION

TexAmericas Center (TAC) is a special purpose district of the State of Texas. The Charter of TAC is to promote economic redevelopment of closed and surplus military property in Bowie County, TX. This position will provide key support to the on-going mission of TexAmericas Center.

GENERAL DESCRIPTION

The Maintenance Technician will be responsible for various activities in support of the overall organizational facilities. The Maintenance Technician performs manual labor and skilled or semi-skilled work (depending on training and qualifications) in the maintenance, operation, repair and construction on the organization's property and facilities.

PRIMARY RESPONSIBILITIES

- The Maintenance Technician (MT) will report to the Executive VP/COO through a designated department head as may be required to fulfill overall organizational objectives.
- Digs holes and ditches with shovel and other hand tools.
- Guides General Laborers in the operation of machinery, if applicable, to ensure safe operation of the equipment.
- Cleans and maintains tools.
- Performs daily equipment checks of tools and equipment.
- Picks up necessary supplies and tools from warehouse or vendors as directed.
- Responds to emergency calls at all hours.
- Performs work safely in accordance with departmental safety procedures and operates equipment safely. Reports any unsafe work condition or practice to supervisor.
- Performs other related and non-related duties as assigned.
- Makes sure work site is safe and assure the site is clean and neat once field work is complete.
- Accounts for all tools at the end of each repair project.
- For skilled or semi skilled technicians (welders, fitters, electricians, plumbers, etc) perform these skills as necessary to complete the task at hand in a safe and efficient manner.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

High school Graduate or GED; Valid Class "C" Driver's License; Prior work experience in an industrial, mechanical or facility operations highly desirable. Operating or working alongside backhoe, loader, tractor, forklift or related material handling equipment experience is highly desirable.



Skills/certification/license in plumbing, welding, electrician, or related maintenance trades is highly desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic construction and maintenance techniques and practices; Ability to follow oral instructions promptly and accurately; Ability to work in disagreeable conditions; Ability to perform strenuous physical labor; Ability to work as an effective team member; Ability to establish and maintain harmonious working relationships; Ability to complete projects in a timely manner.

WORK ENVIRONMENT

Work is performed primarily in an outside environment or in industrial plant/shop areas. There is exposure to high equipment noise, chemical fumes, and potential electric and machinery hazards. Field conditions outdoors are varying weather conditions, with varying low to high equipment noise; walking on changing ground surfaces; and there is some driving in various weather conditions.

SALARY AND BENEFITS

Salary commensurate with qualifications. Health, Vision, Dental, and Life for employee are provided. Family benefits are available. Generous 457(b)/401(a) and leave package are available after 6 month vesting period.

SPECIAL REQUIREMENTS

Take pre-employment and annual physical examinations certifying ability to perform the essential job functions.

Must be a US Citizen, at least 18 years of age, minimum high school graduate or GED, subject to drug screen at any time and without notice, background investigation and have a valid driver's license. Work will be performed upon an active military installation and further background investigations may be required to satisfy DOD requirements. Such investigations and DOD approvals will be a condition of employment.



I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.

Employee Signature

Date

TexAmericas Center is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, TexAmericas Center will attempt to provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate TexAmericas Center representatives.