



# Victoria County, TX

## POSITION PROFILE

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<b>Position Title:</b>	Facilities Tech II	<b>Grade:</b>	General – 6
<b>Department:</b>	Facilities Management	<b>Salary:</b>	\$18.23-\$22.53
<b>Accountable to:</b>	Maintenance Supervisor	<b>Status:</b>	Non-Exempt

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### **Primary Objectives**

Performs preventive maintenance and diagnose troubleshoot and repair a variety of HVAC, Plumbing and Electrical systems. Performs a variety of miscellaneous task such as minor carpentry, drywall, painting, furniture moving and replacing locksets in a variety of County owned facilities.

### **Supervision Received**

Work is performed under the general supervision of the Facilities Tech III.

### **Supervision Exercised**

None.

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## **PRIMARY DUTIES AND RESPONSIBILITIES**

1. Performs scheduled preventative maintenance on facility equipment and systems in accordance with established procedures and maintenance schedules; documents all work completed.
2. Diagnoses, troubleshoots, and performs minor repairs on HVAC, plumbing, and electrical systems within scope of training and certification. Escalates or coordinates licensed work (e.g., refrigerant handling, high-voltage electrical) to qualified personnel.
3. Coordinates and collaborates with external contractors, ensuring work is completed safely, on time, and in compliance with organizational standards; serves as on-site point of contact as needed.
4. Performs general facility maintenance tasks including carpentry, painting, furniture assembly/moving, and minor repairs to maintain a safe and functional environment.
5. Responds to assigned work orders promptly, prioritizing tasks based on urgency and completing them within established service level expectations; updates work order status accurately.
6. Maintains a professional demeanor in appearance, communication, and interactions with staff, clients, and vendors.
7. Adheres to all safety policies and procedures, uses appropriate personal protective equipment (PPE), and reports hazards or incidents promptly.
8. Operates company vehicles in compliance with organizational policies and applicable laws; maintains cleanliness and reports maintenance needs.
9. Participates in required meetings, trainings, and workshops to stay current on procedures, safety standards, and technical skills.
10. Maintains the confidentiality and security of sensitive and proprietary information in accordance with organizational policies.
11. Performs other duties as assigned to support departmental and organizational needs. *This job description is not intended to be an exhaustive list of all duties, responsibilities, or activities. Duties may change at any time with or without notice.*

## **MINIMUM QUALIFICATIONS**

- High School Diploma/GED
- Considerable (3-5 years) experience on MEP diagnosing, troubleshooting, and repairing required.
- Valid Driver's License upon hire.
- Forklift Certification, or ability to obtain, within 6 months.

## **WORKING CONDITIONS**

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Essential Personnel: This position is designated as essential and may be required to report to work or remain on duty during emergencies, inclement weather, or other critical situations to ensure continuity of operations.
- Employees sit some of the time but may walk or stand for long periods of time.
- This is heavy work frequently requiring physical agility such as climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly, or quickly, and standard hearing requirements - hear information at normal spoken word levels.

<b>Physical Exertion (Pounds)</b>	
Up to 10	Frequently
Up to 25	Frequently
Up to 50	Occasionally
Up to 100	Occasionally
100 or more	Seldom or never

<b>Environmental Exposures</b>	
Work near moving mechanical parts	Frequently
Work in high, precarious places	Occasionally
Toxic or caustic chemicals	Occasionally
Outdoor weather conditions	Frequently
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Moderate to Loud

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**ACKNOWLEDGMENT:**

I understand that my duties are not limited to those listed and that I can be assigned responsibilities as required. I understand that my work schedule may change during the course of my employment and that some over-time may be required. I further understand that this job description does not constitute a written or implied contract of employment. I understand that if I am employed, such employment is for no definite period and that Victoria County can change wages, benefits and conditions at any time. I agree that my employment may be terminated by this organization at any time without liability for wages or salary except those that have been earned at the date of such termination. I have had this job description explained to me and have received a copy.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facilities Manager

\_\_\_\_\_  
Date