



Victoria County, TX

POSITION PROFILE

Position Title:	Facilities Tech II	Effective Date:	April 2025
Department:	Juvenile	Division:	Juvenile Detention
Accountable to:	Assistant Chief	Status:	Non-Exempt

Primary Objectives

Performs intermediate preventive maintenance on all facility equipment and perform lawn care and grounds maintenance. They are responsible for cleaning the interior of the center, providing supplies to all work areas and performing carpentry, plumbing, dry wall, painting and electrical work.

Supervision Received

Work is performed under the general supervision of supervisor.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Performs preventative maintenance on facilities equipment.
2. Performs lawn care and maintains Victoria Regional Juvenile Justice Center Grounds.
3. Ensures that all areas receive adequate supplies from storage areas.
4. Performs general carpentry, electrical, plumbing and painting tasks.
5. Responds to all assigned work orders in a timely and professional manner.
6. Maintains professional deportment.
7. Observes safe work habits.
8. Adheres to vehicular policies.
9. Attends all required meetings and workshops to keep abreast of current activities, policies, procedures, and to enhance professional skills.
10. Maintains the integrity of private, confidential information.

MINIMUM QUALIFICATIONS

- High School Diploma/GED and extensive (3+ years) experience required.

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.

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

Environmental Exposures	
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

Chief Juvenile Probation Officer

Date

The Victoria Regional Juvenile Justice Center is currently accepting applications for the position of Facilities Tech II. Qualified applicants must possess a high school diploma or GED, have at least three years of extensive experience in carpentry, plumbing, dry wall, painting and electrical work. In addition, applicants must be able to perform preventative maintenance of facility equipment. Some experience with electro mechanical door locks is preferred. Applicants must also be able to perform lawn maintenance. Long periods of standing are required as well as the ability to lift a minimum of 25 pounds. Work week will consist of a rotating 40 hour a week schedule. Must be able to work weekends and holidays when required. Salary range is \$18.27-19.71 hourly depending on experience. Applicants must submit to a criminal background check and drug screening.

Apply at Victoria County Human Resources, Victoria County Courthouse, 115 N. Bridge Room 213 Victoria, TX. 77901. Or visit us on Facebook at Victoria County Juvenile Services. Equal Employee Opportunity Employer. No phone calls please. www.vctx.org