

**CASS COUNTY, TEXAS
POSITION VACANCY
PLEASE POST**

Job Title: Facility Maintenance Superintendent		Job Announcement Number: MAINT 23-0001	
Department: County Judge's Office- Maintenance	Salary: DOE	Position Type: Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/> Temporary: <input type="checkbox"/>	
Additional Position Information: FLSA Non-Exempt Employee			

POSITION DESCRIPTION

Summary Statement of Work Performed: Under the direction of the County Judge, the Facility Maintenance Superintendent is responsible for coordinating, assigning, and supervising the Facility Maintenance Department's operations and activities. Inspects work for correctness and determines material, equipment, and supplies to be used. Keep accurate employee time cards and possesses thorough knowledge of the occupational hazards and safety precautions necessary for the safe performance of assigned duties. Participates in the maintenance of county buildings and facilities, administers and/or assists with building contracts and receives calls for troubleshooting on building and mechanical systems. Performs on-call duties for after-hour emergencies.

POSITION SPECIFICATIONS

Education: High school graduate or equivalent. Advanced skills training in electrical, plumbing, general maintenance and repairs.

Personal Job-Related Skills: Knowledge and experience in the basic techniques of electrical repair, plumbing, minor carpentry skills, residential A/C & heat and chilled water A/C systems (HVAC preferred), and grounds maintenance.

Licensure, Registry or Certification: Must possess a valid Texas Driver's License.

Experience:

1. **Prior Work Experience:** Five (5) years experience directing facility maintenance operations or an equivalent combination of education and experience.
2. **Technical Training:**

Physical and Mental Requirements: Must have the ability to stand for long periods of time, some bending, stooping, and climbing required, and must have the ability to lift heavy objects (at least 80 lbs). Ability to comprehend basic operating instructions for written and oral procedures. Ability to meet and deal tactfully and courteously with fellow employees and vendors/contractors.

<p>An official Cass County Application must be received by Cass County Treasurer Melissa Shores, 2nd Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX or email to mshores@casscountytexas.org</p> <p style="text-align: center;">UNTIL FILLED</p>	<p style="text-align: center;">HOW TO MAKE APPLICATION</p> <p style="text-align: center;">For An Application Contact: Cass County Treasurer PO Box 152- Linden, TX 75563 2nd Floor, Cass County Law Enforcement and Justice Center or Go to www.co.cass.tx.us; County Offices; Treasurer to print out an application from the County website.</p>
<p style="text-align: center;">Resumes without an application form will not be accepted</p>	<p style="text-align: center;">EQUAL OPPORTUNITY EMPLOYER</p> <p style="text-align: center;">Auxiliary aids and services are available upon request to individuals with disabilities.</p>