



**EMPLOYMENT OPPORTUNITY
WITH THE
CITY OF LA MARQUE**

POSITION AVAILABLE: Building Maintenance Technician

GENERAL DESCRIPTION:	City of La Marque is actively seeking an energetic person to work in our dynamic environment to assist in city event set-ups, light building maintenance, installation of equipment, oversee contracted facility services, and performing other duties.
MINIMUM TRAINING/EXPERIENCE:	<ul style="list-style-type: none">• High School Diploma• Desire to work in a public service environment• Ability to successfully perform multiple tasks and projects simultaneously• Handle event set-ups and a variety of building maintenance tasks• Painting, repairing, or assembling office furniture and other parts of building structures• Use of power tools and other material to perform job functions.• Good written and verbal communication skills• Basic computer skills for data entry• Must be able to lift at least 50lbs or more.• Must be able to work in outside elements (heat or cold), in enclosed space, on a ladder, and on a building roof to install or maintain equipment.• Ability to work alone unsupervised, self-starter, or in a group to complete required projects or tasks.• Ability to get the required NIMS certification as outlined by FEMA within the first 6 months of hire date.• Must possess and ability to maintain a Valid Texas Driver's License.
SALARY:	\$14.222 Per Hour
DEADLINE:	Open Until Filled

An application must be completed and may be obtained on the City's website at www.cityoflamarque.org The City of La Marque is an Equal Opportunity Employer (EOE). Go to the "Employment" tab to print an Employment Application. Employment Applications may be hand delivered or mailed to the City of La Marque City Hall at the address listed below or faxed to 409-935-0401.

City of La Marque
1111 Bayou Road
La Marque, Texas 77568
See Job Description attached

Job Summary

City of La Marque is actively seeking an energetic person to work in our dynamic environment to assist in city event set-ups, light building maintenance, installation of equipment, oversee contracted facility services, and performing other duties.

Essential Job Functions (Must be completed with or without accommodations)

- Report repairs and maintain inventory of department equipment and materials.
- Handle event set-ups and a variety of building maintenance tasks including but not limited to moving furniture/equipment, replacing lights, air filters, assembling office equipment and/or shelving.
- Oversee contracted and in-house facility services, when requested.
- Carry out scheduled preventative and corrective maintenance tasks using proven methods.
- Painting and repairing of windows, doors, floors, woodwork, plaster, drywall, or other parts of building structures.
- Perform mechanic skills including, but not limited to, mechanical, electrical, troubleshooting and repair.
- Perform basic plumbing repairs and installs.
- Read and interpret equipment manuals and work orders to perform required maintenance and service.
- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties.
- Detect faulty operations, defective material and report those and any unusual situations to proper supervision.
- Install and run wiring if required for installation or replacement of equipment.
- Perform duties and responsibilities with a positive, flexible approach considering the possibility of emergency situations, special projects, and/or after-hours activities.
- Perform other responsibilities, duties, and assignments as directed
- Must be able to pass a detailed background check to perform work at certain City facilities, as certain buildings/offices work with sensitive and confidential information.
- Other duties as assigned

Education/Qualifications:

- High School Diploma
- Desire to work in a public service environment
- Ability to successfully perform multiple tasks and projects simultaneously
- Ability to work under pressure and maintain a calm state
- Organized and detail oriented
- Good written and verbal communication skills
- Ability to diagnose problems along with strong customer service skills.
- Must be able to lift at least 50lbs or more.
- Must be able to work in outside elements (heat or cold), in enclosed space, on a ladder, and on a building roof to install or maintain equipment.
- Ability to work alone unsupervised, self-starter, or in a group to complete required projects or tasks.

- Ability to fill multiple roles simultaneously.
- Ability to get the required NIMS certification as outlined by FEMA within the first 6 months of hire date.
- Must possess and ability to maintain a Valid Texas Driver's License.

EMERGENCY OPERATION CLASSIFICATION: TIER 1 Essential: Employees with specific responsibilities who remain in the City on the job alternatively, at a designated location during an emergency.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.