



CITY OF CREEDMOOR
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CREEDMOOR, TEXAS. 78610
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Job Title:	Maintenance Technician
Job Type:	Contract Labor (Exempt), with possibility of Full-Time in Future (Non-Exempt), Hourly
Job Location:	City of Creedmoor – Outdoors
Division:	
Reports to:	Maintenance Director

Job Summary:

The Maintenance Technician plays a crucial role in maintenance and repair activities within the city's facilities and infrastructure, ensuring the proper functioning and safety of city properties. The position will start as contract labor with the potential of turning into Full-Time employment.

Responsibilities:

- Effectively complete maintenance tasks to ensure timely resolution of issues and adherence to safety standards.
- Performs routine maintenance activities, general repairs, and groundskeeping requirements.
- Follow preventive maintenance programs to prolong the lifespan of city assets and minimize downtime.
- Assistance in maintaining accurate equipment inventory.
- Collaborate with departments to determine maintenance priorities and use resources efficiently.
- Identify and apply any cost-saving opportunities.
- Ensure compliance with safety regulations and city policies during maintenance operations.
- Assists with overseeing security and theft of facility, including vandalism or grounds.
- Collaborates with city leaders/department heads to ensure best practices.
- Participate in a culture of safety, teamwork, and continuous improvement within the maintenance team.
- Other duties as assigned.

Qualifications:

- High school diploma or equivalent. Relevant technical certifications or vocational training in maintenance is a plus.
- Strong knowledge of building systems, equipment, and maintenance best practices.

- Experience in operating grounds keeping equipment and machinery.
- Excellent problem-solving abilities and decision-making skills.
- Effective communication and interpersonal skills to work collaboratively with various departments.
- Familiarity with maintenance software and tools to manage work orders and track maintenance activities.
- Knowledge of safety regulations and practices related to maintenance operations.
- Flexibility to respond to emergency maintenance needs outside regular working hours if required.

Working Conditions:

The Maintenance Technician primarily operates within the city's facilities and infrastructure, overseeing maintenance activities on-site and off. The position may involve exposure to various weather conditions and physical tasks related to maintenance activities. Availability during evenings or weekends may be necessary to address emergency maintenance situations or special projects.

Equal Opportunity Employer (EOE):

The City of Creedmoor is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status.