



JOB DESCRIPTION

FLSA: Exempt

EEOC Category: Professional

Job Title: Maintenance Technician Specialist

Department: Administration

Job Location: Upper Guadalupe River Authority Offices, 125 Lehman Dr., Kerrville, TX

Full Time: Normal Working Hours Monday through Friday 8:00 a.m. to 5:00 p.m.

Objectives: Provides indoor and outdoor facility maintenance, landscape maintenance, river-crossing clean up and other projects as needed.

Organizational Relationships:

1. Reports to: Assistant General Manager.
2. Other: Contact with all staff personnel, vendors and public in person and over the telephone, and other contractual parties.

Required Knowledge, Skills and Abilities:

Self-starter, lots of initiative, and ability to work independently.

Must be reliable, highly motivated, energetic, and able to handle multiple tasks in a day.

Strong commitment to mission and values of UGRA.

Applying preventative measures to reduce the risk of future problems.

Landscaping, electrical, plumbing, and painting knowledge helpful, but not required

Certificates and Licenses Required:

Valid Texas motor vehicle operator's license.

HS Diploma.

Level of Supervision:

Limited – Assigned general and specific responsibilities.

Major Job Responsibilities/Specific Tasks Involved

Lawn care and maintenance of the UGRA Eduscape.

Collect, remove, and properly and legally dispose of all trash at 13 designated river crossings.

Perform routine maintenance around the building such as painting the stair railings when old paint has become faded or chipped, changing lightbulbs in fixtures when burned out.

Setting up and tearing down of hog traps.

Administrative skills for ordering supplies, handling records and scheduling maintenance.

Organizational and time management skills

Physical Demands of the Position:

Physical strength and dexterity to lift, move and manage equipment. Ability to work in the heat and cold for extended periods of time.

Tools and Equipment Utilized in Performing the Duties of this Position:

Motor vehicle and trailer.

Electric lawn mower, trimmer, blower, and miscellaneous lawn tools.

Ladders, grabbers, small hand tools, and paint equipment.

Microsoft Office Suite, databases, telephone, computer, printers, scanner, calculator, copying machine and facsimile equipment.

Additional Comments:

The person in this position must have the ability to manage a wide range of tasks; a professional image must be conveyed to all parties.
