



TRAVIS CENTRAL APPRAISAL DISTRICT

Human Resources Division

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www.traviscad.org

JOB OPPORTUNITIES

Date: September 2018

Closing Date: Open until filled

Job Order No: 2018120101

Division: Administration

Job Title: Maintenance Janitor

Salary: Dependent on Qualifications

ESSENTIAL JOB FUNCTIONS:

Under the general supervision of the Director of Operations performs a variety of maintenance and janitorial duties; including but not limited to replacing air conditioning filters and light bulbs, unstopping toilets and sinks, light cleaning of restrooms and break room during the day, moving boxes, and furniture. Some grounds care including, picking-up trash, watering, fertilizing, trimming and other duties as required. Light carpentry, painting and maintenance of District building. Maintain written logs of maintenance performed. Other duties as required.

QUALIFICATION REQUIREMENTS:

- General maintenance experience
- Must be able to lift 50 pounds and occasionally work in a hot dusty environment
- Minimum of 1.5 years general maintenance
- Changing Light bulbs and ceiling tiles
- Minor electrical, replacing ballasts, changing light switches, restoring power to tripped breaker

Examples of duties:

- Clean drain pipes
 - Sprinkler maintenance
 - Clean restrooms
 - General upkeep of building and grounds
 - Pick up trash outside and clear of debris
 - Change faucets
 - Repair or replace garbage disposer
 - Unstop toilets
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- Good communication skills - written and oral
 - Ability to use computer
 - Stable job history
 - Clean driving record, valid Texas Drivers License
 - Authorized to work in USA

Essential Physical Demands: Walking most of the day (including uneven surfaces), sitting, standing, kneeling, climbing, bending, reaching, twisting upper body, carrying, pushing and lifting up to 50 lbs in the office. Must be able to occasionally work in a dusty environment. Must have the ability to see and read fine print.

Environment Factors: Must be able to occasionally work outside in a hot dusty environment. Indoor and outdoor activity with some exposure to video display computer terminal, exposure to chemicals, interface with employees and occasionally with the public. Must be able to work in the office Monday through Friday 7:45 am to 4:45 pm, with additional hours as needed.

The Travis Central Appraisal District is an equal opportunity/affirmative action employer. The Travis Central Appraisal District does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, military service, AIDS or HIV status, ancestry, national or ethnic origin and any other characteristic protected by law.

For consideration please submit a resume for review in PDF. Applicants selected for interview will complete an application at the time of the interview.