



MONTGOMERY COUNTY JOB POSTING NOTICE

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

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| DEPARTMENT: | Montgomery County Sheriff's Office | JOB GRADE: | 10 |
| JOB TITLE: | Jail Maintenance Technician III | BI-WEEKLY SALARY: | \$ 1,653.85 |
| LOCATION: | #1 Criminal Justice Dr., Conroe, TX | CIVIL SERVICE: | Yes |
| SHIFT HOURS: | Monday – Friday (8:00am – 5:00pm) Must be available for after duty call out hours and/or shift assignment. | | |
| SUBMIT APPLICATIONS: | Montgomery County Human Resources Department | ADDRESS: | 501 N. Thompson, Ste. 400 Conroe, TX 77301 |
| PHONE: | (936) 539 – 7886 | FAX: | (936) 788-8396 |
| E-MAIL: | jobs@mctx.org | WEBSITE: | www.mctx.org |
| OFFICE HOURS: | Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm) | | |

- **To be considered for this position a completed Montgomery County Application and RESUME are required.**
- **The submission of your application to Montgomery County does not guarantee an interview.**
- **Montgomery County Recruiting will contact you directly if they are interested in setting you up for an interview.**

Education, Experience and Skill Requirements:

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| <ul style="list-style-type: none"> • High School/GED Certificate • Must be at least 19 years of age • Must be a U.S. Citizen and resident of the contiguous United States for a period of time sufficient to conduct a background investigation. • Must possess a current valid Texas driver's license and proof of liability insurance with no more than 3 moving violations in the past 3 years. • EPA Recovery Certification Type II required • Ability to operate and maintain hand and power tools and equipment • Ability to physically perform tasks including standing/walking for long periods of time; sitting/walking on uneven ground; pushing/pulling/lifting/carrying objects up to but not limited to 85 lbs.; reaching, bending, hearing mechanical sounds, communication, crouching/kneeling; close and far vision, depth perception; handling/grasping/fingering objects • Ability to work with the public • Journeyman Electrician license preferred | <ul style="list-style-type: none"> • No conviction above a Class B Misdemeanor or a Class B Misdemeanor within the last 10 years nor have been on or currently on court-ordered community supervision or probation for any criminal offense • Must have reliable transportation • Basic knowledge of MS Office • Must possess good communication skills and the ability to follow instructions • Must be able to work independently or with a group • Must work well under pressure • Must be able to multi-task • Knowledge of blueprints and schematics • Willingness to cross-train and accept additional duties as assigned • Must be able to work flexible hours and work 'on call' for emergency situations • Must be able to ascend and descend a ladder • At least 3 years' experience in facility maintenance; jail experience preferred |
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Primary Job Duties:

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| <ul style="list-style-type: none"> • Perform various skilled functions and general building maintenance tasks (e.g. plumbing, electrical, heating and air conditioning maintenance/repair, carpentry, masonry and block work, flooring installation and maintenance, painting, general cleaning, painting and pressure wash, etc.) • Perform various record maintenance duties as required | <ul style="list-style-type: none"> • Will work with equipment such as: jail doors, cameras, washing machines, dryers, air conditioners, toilets, sinks, lawn equipment, and sprinkler systems • Test machinery, equipment, systems, etc. for proper operations; ensures that the electromechanical doors are working properly throughout the facility • Special projects and any other assigned duties |
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After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

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| Position No: | 5121-5701-1 | Requisition No: | 2451 |
| Date Posted: | 11/21/2016 Revised | Equal Employment Opportunity Employer | |