

Facility Maintenance Personnel

Posted: 9/19/2024 | **Deadline:** 10/7/2024 5:00 PM CST

Job Type: Full-Time | **FLSA Type:** Non-Exempt/Hourly



Position Summary

The Facility Maintenance Personnel is responsible for the maintenance, construction, and custodial services for the general plant facilities and grounds. Successful Facility Maintenance Personnel possess excellent time management and teamwork skills.

Education/Education

- High school diploma or equivalent, such as a general education degree (GED), is required.
- Previous experience in a related field is preferred.

Certification/Requirements

- Must possess a current driver's license and maintain an insurable driving record.
- Must be able to complete and pass CPR and First Aid training.

Please see full job description below for further details.

Cooperative Overview

Taylor Electric is an equal opportunity employer and drug-free workplace that has been in existence since 1939 serving the Big Country area with a strong business acumen, commitment to the community, and, above all, dedication to serving the membership.

How to Apply

Employees may apply for this job by completing and returning an employment application which can be located on our website at www.taylorelectric.com.

For more information contact
Allison Griffin, SHRM-CP, PHR
Human Resource Manager
325-793-8539 | HR_Personnel@taylorelectric.coop

Job Description Taylor Electric Cooperative

Job Title: Facility Maintenance Personnel
FLSA Status: Non-exempt

Department: Safety & Facilities
Date: February 2022

1. Objectives

- a. Renders maximum assistance to supervisor in cleaning and maintaining the Cooperative's offices, grounds, outbuildings, and other facilities in such a manner that they will be attractive, clean and healthy for employees, members, and the general public.

2. Essential Job Functions

- a. Assists supervisor in performing minor building and equipment repair when required.
- b. Sees that waste paper and trash are removed from office facility and inside parking area on a daily basis.
- c. Operates M20 foam scrubbing machine to clean floors of inside parking area of office facility on a regular basis.
- d. Operates equipment such as floor buffers, shampoo machines, floor strippers and foam scrubbing machine to assist supervisor in cleaning floor areas of the office facilities.
- e. Reports items observed that need repair or maintenance to supervisor.
- f. Assists supervisor in setting up tables and chairs and serving meals for meetings when required.
- g. Assists supervisor in keeping cooperative food vending and soft drink machines stocked and in good repair.
- h. Sees that dirt, mud, snow or other debris is removed from entryways to office facilities as needed.
- i. Assists supervisor in changing filters for office facility heating and cooling systems.
- j. As needed, picks up miscellaneous supplies, keeps workroom stocked with printer paper, performs minor plumbing repair and minor painting. Also, prepares coffee for the break room in the mornings.
- k. Assists or in the absence of his supervisor, sees that all doors in the office and inside parking area are locked and lights are turned off before leaving each evening. Opens or closes office for evening meetings when requested.
- l. In the event of major outage situations, assists in the field and when needed, goes with collection crews.
- m. May be required to work on short notice.

3. Reports to

- a. Facilities Supervisor

4. Supervises

- a. This is not a supervisory position.
- b. Other Departments – assists and works with to achieve efficiency and productivity with particular emphasis on custodial services.
- c. Members – maintains a courteous and cooperative relationship with all members and assists them in meeting their needs.

- d. General Public – maintains a courteous atmosphere in order to promote goodwill for the Cooperative.

5. Position Specifications

- a. Education and Experience – high school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- b. Knowledge, Skills, and Abilities – must have ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must have the ability to write routine reports and correspondence. Must have the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Must have the ability to apply concepts of basic algebra and geometry. Must have the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have the ability to deal with problems involving several concrete variables in standardized situations.
- c. Computer Skills – needs to have basic knowledge in use of personal computer. Needs to have a working knowledge of Microsoft Excel and Word and SEDC consumer information system.
- d. Other Skills – must have a basic knowledge in lawn and shrub care; should be able to perform minor maintenance on lawn equipment and equipment used to clean and care of office facilities. The ability to perform some carpentry, plumbing and electrical work is desirable. Must have some knowledge of chemicals used to clean floors, walls, etc. to ensure safe and effective use.
- e. Certificates, Licenses and Registrations – must have a valid Texas driver’s license and a good driving record.
- f. Physical Characteristics - the employee will be required to regularly sit and will be frequently required to stand and walk. Will be required to use hands to finger, handle or feel, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee will frequently need to lift and or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Overtime may be required in emergency situations or during after hour meetings.
- g. Work Conditions – the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

6. Remarks

- a. The foregoing position description is not all-inclusive of the duties to which the employee may be assigned. In order to ensure maximum flexibility and efficiency and to encourage cross training, employees will be assigned additional duties as are deemed necessary or desirable by facilities management.
- b. This position is not eligible for telecommuting.

EMPLOYMENT APPLICATION

Taylor Electric Cooperative, Inc.



APPLICANT INFORMATION									
Last Name		First		M.I.		Date Applied			
Street Address									
City		State		ZIP					
Phone		E-mail Address							
Date Available		Position Applied for*							
Are you authorized to work in the United States?		YES	NO	*You MUST list a specific position, or your application will not be processed.					
Have you ever worked for this company?		YES	NO	If 'yes', when?					
Have you ever been convicted of a felony?		YES	NO	If 'yes', explain					
Do you have a Commercial Driver's License?		YES	NO	If 'yes', what class?		Restrictions?			
EMPLOYMENT & EXPERIENCE									
Company		Phone		Location					
Job Title		Start Date		End Date					
Responsibilities									
Reason for Leaving									
May we contact your previous employer?		YES	NO						
Company		Phone		Location					
Job Title		Start Date		End Date					
Responsibilities									
Reason for Leaving									
May we contact your previous employer?		YES	NO						
Company		Phone		Location					
Job Title		Start Date		End Date					
Responsibilities									
Reason for Leaving									
May we contact your previous employer?		YES	NO						
Company		Phone		Location					
Job Title		Start Date		End Date					
Responsibilities									
Reason for Leaving									
May we contact your previous employer?		YES	NO						

EDUCATION				
High School				Location
Did you graduate?	YES	NO		
College				Location
Did you graduate?	YES	NO	Degree	
Other				Location
Did you graduate?	YES	NO	Degree	
MILITARY SERVICE				
Branch			Rank at Discharge	
Have you been discharged or still active?				
REFERENCES				
<i>Please list three professional references.</i>				
Full Name			Relationship	
Company			Phone	
Address				
Full Name			Relationship	
Company			Phone	
Address				
Full Name			Relationship	
Company			Phone	
Address				
DISCLAIMER AND SIGNATURE				
<p>I acknowledge that all the information I have provided in this application is true and complete to the best of my knowledge. I authorize Taylor Electric Cooperative, Inc. (TECI) to make inquiries to any of the persons, business entities, and schools identified in the application I also understand that if I am hired and any falsification of information in this application is discovered, I may be subject to immediate disciplinary action, up to and including termination. I further understand that if I am employed by TECI I will be required to abide by all of its policies, rules, and regulations.</p> <p>I further acknowledge and agree that, if employed by TECI, my employment will be held in accordance with Texas state employment law thus not guaranteed for any specific period of time and the employment relationship with TECI will be at-will; meaning that the relationship can be terminated by myself or TECI with or without cause and with or without notice. I further understand that the employment relationship between myself and TECI can only be modified by a written agreement signed by both myself and the authorized representatives of TECI.</p> <p>I acknowledge that TECI does not unlawfully discriminate in employment practices and that no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.</p> <p>I understand and agree that any employment offer I may receive from TECI is contingent upon my successful completion of the company's total pre-employment screening process, including satisfactory reference checks, background check, and drug and alcohol screening,</p> <p>I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form.</p> <p>I also understand that this application remains current for only 30 days. At the conclusion, of that time, if I have not heard from TECI and still wish to be considered for employment, it will be necessary for me to reapply and complete a new application.</p>				
Signature				Date

PLEASE RETURN YOUR COMPLETED APPLICATION TO HR_PERSONNEL@TAYLORELECTRIC.COOP OR DELIVER/MAIL TO EITHER OFFICE