JOB POSTING
Revised 10/17/2022

JOB TITLE: Mechanic (part time, 20 hours a week)

SALARY: $18.43/hr.

An unofficial Job Description outlining the basic responsibilities and requirements is attached.

OFFICIAL DEPARTMENT APPLICATION MUST BE SUBMITTED TO:
HR Specialist
200 Academy Drive
Conroe, TX 77301

APPLICATIONS WILL BE ACCEPTED UNTIL FILLED

AFTER RECEIVING A CONDITIONAL OFFER OF EMPLOYMENT, ALL APPLICANTS MUST PASS A DRUG SCREEN BEFORE THEY BECOME EMPLOYEES OF MONTGOMERY COUNTY. HALF THE COST OF THE TEST WILL BE THE APPLICANTS RESPONSIBILITY.

ALL MONTGOMERY COUNTY WORKPLACES ARE TOBACCO FREE.

THE MONTGOMERY COUNTY JUVENILE PROBATION DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER.
MONTGOMERY COUNTY
JUVENILE PROBATION DEPARTMENT

JOB TITLE: Mechanic (part time, 20 hours a week)

SALARY: $18.43/hr.

BASIC RESPONSIBILITIES:

Under the supervision of the Deputy Director, the Mechanic will perform housekeeping duties and general maintenance for the Juvenile Services Area.

EXAMPLES OF DUTIES:

- Repair/replace defective electrical equipment
- Repair/replace defective plumbing equipment
- Repair/replace defective HVAC equipment
- Perform general carpentry/painting skills as needed
- Perform preventive maintenance on facility equipment as scheduled
- Change light bulbs when needed
- Mow grass/perform lawn care on a regular basis
- Assist in moving equipment, records and supplies as needed
- Sweep, mop, buff, dust and empty trash at Juvenile Services Center daily
- Clean designated restroom areas daily
- Perform other related maintenance/janitorial duties assigned by supervisor

REQUIREMENTS:

Training and Experience:

- Maintenance and janitorial experience preferred

Special Knowledge, Skills and Abilities:

- Commitment to the department’s vision of developing people to their full potential
- Ability to operate janitorial equipment
- Ability to operate lawn care equipment
- Willingness to work around juvenile offenders
- Knowledge of sanitation and hygiene standards
- Knowledge of general maintenance
- HVAC experience preferred

**Additional Requirements:**

- Must have a telephone number at which we can reach you
- Must possess a valid Texas Driver's License. If coming to this department from another state, this requirement must be met no later than thirty (30) days following the date of employment.
- Must be willing to be on 24-hr call and respond to requests for emergency repairs during evening hours and weekends
- Must be able to pass a physical agility test

*Note: Employees who have received a disciplinary action equal to or greater than a Written Reprimand, in the last 90 days, are not eligible for Promotion or consideration for movement to an Open shift.*