

*JUVENILE BOARD*

PHIL GRANT,  
Judge, 9<sup>th</sup> Judicial District  
LISA MICHALK,  
Judge, 221<sup>st</sup> Judicial District  
KRISTIN BAYS,  
Judge, 284<sup>th</sup> Judicial District  
KATHLEEN A. HAMILTON,  
Judge, 359<sup>th</sup> Judicial District  
JENNIFER J. ROBIN,  
Judge, 410<sup>th</sup> Judicial District  
TRACY GILBERT,  
Judge, 418<sup>th</sup> Judicial District  
PATTY MAGINNIS,  
Judge, 435<sup>th</sup> Judicial District  
VINCENZO SANTINI,  
Judge, 457<sup>th</sup> Judicial District

**BRUCE GUSLER,**  
Director



*JUVENILE BOARD*

DENNIS WATSON,  
Judge, County Court at Law No. 1  
CLAUDIA LAIRD,  
Judge, County Court at Law No. 2  
AMY TUCKER,  
Judge, County Court at Law No. 3  
MARY ANN TURNER,  
Judge, County Court at Law No. 4  
KEITH M. STEWART,  
Judge, County Court at Law No. 5  
SCHARLENE VALDEZ,  
Judge, County Court at Law No. 6  
MARK KEOUGH,  
County Judge

Phone (936) 760-5805  
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**MONTGOMERY COUNTY**  
**OLEN UNDERWOOD JUVENILE JUSTICE CENTER**  
**200 ACADEMY DRIVE**  
**CONROE, TEXAS 77301**

**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  
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.*