



City of Gatesville

Job Title: Building Maintenance

Reports to: City Secretary

Revision Date: 10/15/2025

Pay Range: _____

JOB SUMMARY

The Building Maintenance Technician performs a variety of skilled and semi-skilled tasks related to the repair, upkeep, and preventive maintenance of city buildings, facilities, and equipment. This position ensures that facilities remain safe, functional, and well-maintained for employees and the public.

SUPERVISION

Receives direct supervision from the City Secretary

ESSENTIAL JOB FUNCTIONS

- Perform routine inspections of buildings and facilities to identify repair and maintenance needs.
- Carry out preventive maintenance on HVAC systems, plumbing, electrical, and mechanical equipment.
- Repair or replace fixtures, lighting, flooring, doors, windows, and related building components.
- Perform minor plumbing, carpentry, painting, and electrical repairs.
- Assist in maintaining building safety systems, including fire alarms, extinguishers, and emergency exits.
- Monitor and maintain building supplies and materials; submit requests for replenishment.
- Respond to maintenance requests and emergencies in a timely manner.
- Keep accurate records of maintenance activities and work orders.
- Ensure compliance with applicable safety standards and building codes.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or GED required.
- Two (2) years of experience in building maintenance, facilities operations, or related field preferred.
- Basic knowledge of carpentry, plumbing, electrical, HVAC, and general repair practices.
- Ability to read and interpret manuals, work orders, and safety instructions.
- Skilled in the use of hand tools, power tools, and maintenance equipment.
- Strong problem-solving skills and attention to detail.
- Ability to work independently and as part of a team.
- Valid Texas driver's license with a satisfactory driving record.

PHYSICAL DEMANDS / ENVIRONMENTAL FACTORS AND CONDITIONS

- Work performed indoors and outdoors in varying weather conditions.
- Frequent bending, lifting, climbing, and standing.
- May be exposed to dust, chemicals, and equipment-related hazards.
- Must be able to lift up to 50 lbs. and perform physical labor as required.

Employee Signature

Date

Supervisors' Signature

Date