

TEXAS GIRLS & BOYS RANCH JOB DESCRIPTION

POSITION TITLE

- Maintenance Staff

JOB CLASSIFICATION

- Non-Exempt Hourly / Part-Time

POSITION PURPOSE

- Responsible for assisting with general maintenance.

REQUIREMENTS

- High school diploma or GED.
- Valid Texas Driver's License.
- A driving record which will allow coverage on Texas Girls & Boys Ranch automobile insurance policy.
- Exhibit behavior and health status that does not present a danger to children in care.
- Meet the requirements of licensing standards in regard to a criminal background check.
- Be physically, mentally and emotionally capable of performing assigned tasks and have the skills necessary to perform assigned tasks.
- Knowledge of maintenance activities.
- Knowledge of ranching activities in West Texas.

RESPONSIBILITIES

- Responsible for assisting with the maintenance, upkeep, and control of all equipment, tools and supplies needed for ranch operation.
- Responsible for assisting with campus upkeep including grounds maintenance, fence upkeep and debris removal.
- Responsible for assisting with managing the water well.
- Responsible for helping with building, structure and vehicle maintenance.

STAFF DEVELOPMENT

- Model high personal and professional treatment standards by communicating openly with staff and exercising mature judgment.
- Demonstrate cultural sensitivity to clients on any ethnic, race, or socio-economic group.
- Attend meetings as scheduled by the Chief Administrative Officer and Director of Facilities.
- Remain current in CPR, First Aid.
- Attend all required training unless excused by the Chief Administrative Officer or Director of Facilities.
- Attend mandatory Performance Quality Improvement (PQI) training and be a part of the PQI team process.
- Address problems with team members in a manner which is consistent with the program philosophy.
- Provide services and perform other duties as assigned by the Director of Facilities.

ORGANIZATIONAL RELATIONSHIP

- The Maintenance Staff is under the direct supervision of the Director of Facilities.
- In the Director of Facilities absence, the Maintenance Staff will report to the Chief Administrative Officer.
- Job descriptions updated upon new hire and annually as needed.

Director of Facilities Date

Maintenance Staff Date

Chief Administrative Date
Officer

CEO/President Date