



DATE	September 2008
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Maintenance Worker III
DEPARTMENT/DIVISION: Varies
REPORTS TO: Varies

SUMMARY: Responsible for the repair of and preventative maintenance of equipment related to area of assignment. Responsible for determining the necessary equipment and materials needed and the appropriate approach to complete work orders. Duties include: evaluating work sites; recording observations; inspecting equipment and repairing and/or replacing materials as appropriate to assigned work areas. Work requires limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Performs preventative maintenance and repairs on various types of equipment as needed.
- Maintains work order logs and prioritizes work accordingly.
- Determines quantity and types of equipment and other materials to be used for work orders.
- Provides on the job direction to co-workers
- Monitors inventory of supplies and equipment and requests inventory as necessary.
- Consults with vendors/contractors as necessary to complete work.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable safety principles and practices;
- Knowledge of process instrumentation;
- Skilled in calibrating applicable equipment;
- Skilled in programming transmitters;
- Skilled in utilizing applicable tools and equipment of the trade;
- Skilled in performing preventative maintenance on equipment
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.
- Ability to act on verbal and written instruction;
- Ability to interpret rules, regulations and procedures

MINIMUM QUALIFICATIONS:

- Eighth grade education.
- Two years of experience related to area of assignment.
- Work requires a valid State of Texas Driver's License.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, crawling, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying of over 100 pounds with assistance.
- Work is typically performed in an outdoor environment, with potential exposure to adverse weather conditions.
- Work is occasionally performed in close quarters, high and precarious places, and near moving mechanical parts.
- Potential exposure to risk of electrical shock, vibration, fumes, airborne particles, and infectious diseases.

CONDITIONS OF EMPLOYMENT:

- Must satisfy pre-employment drug test.
- Must satisfy criminal history check.
- Must satisfy motor vehicle records check.
- Depending on area of assignment, a valid State of Texas Commercial Driver's License with tanker endorsements may be required within 3 months, as well as other certifications.