

## Maintenance Technician 4 – Woodlands Division

### **Summary**

Performs preventative maintenance, troubleshooting, calibration and repair of Division hydraulic, mechanical, electrical, instrumentation and/or control systems, rotating and stationary equipment, heavy civil works, buildings, structures, and/or other facilities in a manner to achieve optimal safety, efficiency, quality, reliability, and staff morale and teamwork. Performs inspections, creates punch lists and resolves warranty issues concerning existing, new, and rehabilitated facilities and equipment as requested. Properly documents, organizes, and files correspondence, reports and records related to maintenance activities. Properly stores and cares for all tools, spare parts, equipment, materials, and supplies. Provides input to Chief Maintenance Technician regarding improvements, staffing, strategic and tactical plans, and budget. May train, mentor, and development staff members. Completes all tasks as scheduled and prioritized, including routine and emergency work, to assure minimal impact to operations. Complies with maintenance directives, criteria, and O&M manuals. Follows all safety regulations, policies, principles, and procedures. Utilizes all appropriate Personal Protective Equipment. Performs all activities in accordance with all policies, principles, and procedures established by Department, Division and SJRA Management and Board of Directors. Performs other duties as assigned.

### **Education and/or Experience**

- One year of community or junior college, technical school, trade school or equivalent and a minimum of two years of practical experience in the preventative maintenance, troubleshooting, calibration and repair of three of the following areas: Hydraulic and Mechanical systems (including rotating and/or stationary equipment), Electrical systems, Instrumentation and/or control systems, Heavy Civil Works, Buildings, structures, and other facilities and knowledge of safe operating practices; or a High School Diploma or GED equivalent and a minimum of four years practical experience in the preventative maintenance, troubleshooting, calibration and repair of three of the following areas: Hydraulic and Mechanical systems (including rotating and/or stationary equipment), Electrical systems, Instrumentation and/or control systems, Heavy Civil Works, Buildings, structures, and other facilities and knowledge of safe operating practices.
- To perform this job successfully, an individual should have practical working knowledge of database software related to a Computerized Maintenance Management Systems; basic electronic mail, meeting scheduling software such as Microsoft Outlook, spreadsheet software such as Microsoft Excel, and word processing software such as Microsoft Office Word.
- Valid Texas Driver's License
- Certification in specialty areas

### **To Apply**

Please submit a resume and a cover letter, including salary requirements, addressed to the Human Resources Department, Attention: Maintenance Technician 4 Position, P.O. Box 329, Conroe, TX 77305, describing in detail why you believe that your current skills and past experiences make you the best candidate for the job. You may email your submission to [HR@sjra.net](mailto:HR@sjra.net).