



Position Description

Position Title:	Maintenance (Part – Time)	Position Code:
Department:	Convention and Visitors Bureau	
Division:	Visitors Center	
FLSA Status:	Non-Exempt	
Revised:	7/03/2012	
Emergency Status:	Emergency Non-Essential	
Organization:	City of South Padre Island – Visitors Center	
Address:	600 Padre Blvd, South Padre Island, TX 78597	
Work Location:	Visitors Center	
Web Address:	www.sopadre.com and www.MySPI.org	

Leadership

Supervisor:	Visitors Center Manager
Direct Reports:	None

Position Purpose

Responsible for maintaining the Visitors Center facility, grounds and vehicles. Work is performed at the South Padre Island Welcome Center.

Essential Functions

- Maintain the South Padre Island Visitors Center facility.
- Sweep and mop the floors on a daily basis.
- Dust cabinet and drawers in lobby, offices and conference rooms.
- Clean windows and doors on a daily basis.
- Vacuum the floors on a daily basis.
- Maintain the bathrooms next to the office and lobby.
- Pick up the debris outside the surrounding yard and parking area.
- Operate the city vehicle to run errands for the Visitors Center.
- Perform inventory of maintenance supplies.
- Cleans inside and outside of the city vehicles used by the Visitors Center staff.
- Responsible for working weekends and holidays.

Secondary Functions

- Assist with lifting and/or moving up to sixty (60) pound boxes.
- Assist the information counselor with duties when he/she is on leave.
- Perform other duties as assigned or required.



Capital and/or Fiscal Responsibility

- Responsible for adhering to all City of South Padre Island Purchasing Policies while performing purchasing tasks.

Credentials (minimum preferred)

Knowledge/Skills/Abilities

- Ability to work independently as well as understand and carry out oral and written instructions.
- Present ideas clearly and effectively, verbally and in writing.
- Ability to work in a high-paced environment where team work is essential.
- Skill in the use of all listed tools and equipment.

Formal Education/Certification/Licenses

- Graduation in high school or GED equivalent.
- Valid State Driver's License.

Prior Experience

- One (1) year maintenance experience is preferred or any equivalent combination of related education and experience to be determined appropriate by the employer.

Language Requirements

- Bilingual: English and Spanish preferred.

Tools and Equipment Used

Vehicle, cleaning supplies, hand tools, broom, mop, vacuum.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to twenty-five (25) pounds and occasionally lift and/or move more than fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment



The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment changes depending on the scheduled work. Work environment is normally located inside an air-conditioned office although the employee will often be required to be in outside conditions for periods of time frequently throughout the day where the employee may be exposed to extreme heat, cold, wet, windy or humid conditions.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Acknowledgement

This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties and levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, and the discretion of Management, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described.

Employee (print name): _____

Employee (signature): _____

Date: _____

