



# Capital Area Rural Transportation System

Headquarters Office  
5300 Tucker Hill Ln  
Cedar Creek, TX 78612

Mailing Address  
P.O. Box 6050  
Austin, TX 78762

*RideCARTS.com*

## Job Posting

**Position: Facilities Maintenance Trainee**  
**Work Location: Cedar Creek**  
**Wage: to be determined**

**Opening Date: March 26, 2021**  
**Closing Date: April 9, 2021**  
or until filled

CARTS provides public transportation services in nine Texas counties surrounding the capital city:  
*Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Travis, and Williamson.*

CARTS is a public agency, a transportation district.

**CARTS is an Equal Employment Opportunity employer.**

**Position Summary:** Perform preventive maintenance and repairs on multiple building facilities and their systems.

This position will first be attempted to be filled at a Trainee level. Wage will be determined based on experience. Benefits included, see below.

**Work Schedule:** Monday–Friday, 7:00a.m.– 4:00p.m. (possibly other timeframes when necessary)

**Wage:** to be determined; based on experience

Full-time employees (40 hours per week) receive medical, dental, and life insurance at no cost.

Additional benefits offered, including retirement plan.

Paid vacation and sick leave.

### Required Qualifications

- Familiar with basic building facility maintenance issues
- Texas Driver License with good driving record
- Self-motivated and capable of working mostly unsupervised
- Ability to comprehend, learn and follow correct repair processes
- Knowledge of proper hand tool usage
- Effective communication skills (verbally and written); good listening skills

### Physical Requirements

- Ability to use a ladder
- Ability to lift up to 50 pounds
- Ability to walk and stand the entire work period
- Ability to bend, stoop, crouch, and kneel

- Must be able to work outside year-round

### **Preferred Requirements**

- High school diploma or equivalent
- Experience in building maintenance or similar trade
- Carpentry and repair skills

### **Summary of Functions and Responsibilities**

1. Perform upkeep, preventive maintenance and inspections on building facilities and systems.
2. Determine whether or not building premises and other assets are functioning correctly, efficiently, safely and have an acceptable appearance; follow through with plan of action as taught in the position.
3. Review and address notifications/complaints received on facilities in a timely manner; report back on status (problem has been inspected/corrected, is being tended to, etc.)
4. Verify that issues have been repaired and resolved; verify that outside vendors have completed repairs to satisfactory standards.
5. Obtain cost estimates on facility repairs, as needed/required.
6. Keep assigned company vehicle and tools in good, clean working order, and use with proper care.
7. Perform other duties as assigned.
8. Perform work in a safe manner using good reasoning and sensibleness in work approach.

### **Application Procedure**

#### *1. Obtain a CARTS application*

- Applications are available at most CARTS stations (including in Bastrop, Cedar Creek, Georgetown, and San Marcos).
- Applications can be printed from: [RideCARTS.com/about/employment](http://RideCARTS.com/about/employment)

#### *2. Submit a CARTS application*

- Mail application to:  
**CARTS**  
**P.O. Box 6050**  
**Austin, TX 78762**
- Hand deliver application to the CARTS Headquarters office at 5300 Tucker Hill Ln, Cedar Creek, TX 78612, or any of our local offices.

(faxes are not accepted)

#### Equal Employment Opportunity (EEO)

All qualified applicants will receive consideration for employment without regard to the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by law.