

# SPOTLIGHT

Texas is made up of 254 counties, each with a team of locally elected and appointed county officials serving their community. Polk County's elected offices include a County Judge and four Road & Bridge Commissioners that make up the Commissioners Court, the County Court at Law Judge, four Justices of the Peace, four Constables, a County Clerk, District Clerk, District Attorney, Treasurer, Tax Assessor-Collector and Sheriff.

There is no hierarchy in county government, so the only boss of these elected officials is ***You, the People.***

There are two District Court systems that serve Polk County, the 258th and the 411th Courts, which are responsible for appointing our County Auditor. The County Judge appoints the Emergency Management Coordinator, and all other officials are appointed by the Commissioners Court to run various county departments. These include Aging Services Director, Environmental Enforcement Officer, Fire Marshal, Grant & Contract Coordinator, Human Resources Manager, IT & Systems Administrator, Maintenance Superintendent, Museum Curator, Permits/Inspections Supervisor, Social Services Director and Veterans Services Officer. Learn more about your local offices by reading this latest installment of

## ***Spotlight on Polk County:***

### *Maintenance*

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# Polk County

## **SPOTLIGHT** ON POLK COUNTY: *Maintenance, Jay Burks*

*Polk County Maintenance Department exists to provide the county employees and the public with safe, operable, clean and beautiful buildings and equipment. The department consists of Maintenance Technicians, a Custodial crew, a part time Laborer, an Equipment Mechanic as well as an Office Manager and a Maintenance Superintendent. It is the overall responsibility of the maintenance department to direct the repair, construction and reconstruction of physical buildings as well as completing day to day cleaning. This is achieved by teamwork between our crews.*

*Maintenance Technicians are responsible for maintaining heat, light, power, air conditioning and other environmental factors so that county personnel and the general public may occupy the county facilities in safety and comfort. Work orders for the techs are submitted online and assigned to the respective technician as they are received.*

*Working each day, the Custodians maintain a clean and sanitized environment in each building. They also assist each county department by fulfilling supply requests for copy paper and cleaning supplies as needed. The Custodians are also responsible for keeping parking lots and sidewalks clear of weeds, trash and other detritus. County mail is collected by the Custodians daily, processed, stamped and delivered to the post office.*

*The Equipment Mechanic maintains county vehicles for each department by performing overall general maintenance at our well-equipped shop, including inspections, routine oil changes, and replacing tires.*

*Within the Maintenance department, the part time Laborer works 20 hours a week to maintain the grounds of multiple county properties by mowing, weed eating and blowing the yards.*

*The Office Manager is responsible for managing all aspects of the daily departmental activity. They are responsible for secretarial duties, including but not limited to, countywide fuel reports, processing invoices, ordering supplies, department personnel records and recording of time and leave records for other staff members.*

*While directing the Equipment Mechanic, the Maintenance Technicians and the Custodial Crew, the Maintenance Superintendent also oversees the maintenance of County buildings and equipment. The Superintendent will participate in the planning and execution of facility renovation projects, coordinating with the contractors from bid process through project completion. It is the Superintendents responsibility to oversee the maintenance of the buildings and facilities and keep them in efficient and workable conditions relative to safety, cleanliness, heat, light, power, air conditioning, plumbing and other broad environmental factors.*