

## Technician, Maintenance

**FLSA Status:** Non-Exempt

**Pay Grade:** 8

**Job Title ID:** 16156

**Job Series/Job Family:** Business Services Series / Building & Maintenance Family

### Reports To

Supervisor, Buildings & Maintenance

### Job Purpose

To repair and maintain campus facilities including air conditioning, plumbing, and minor electrical systems. Performs general carpentry repairs.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Performs general building maintenance including replacing floor tiles, light bulbs, ballasts, pencil sharpeners, ceiling tiles; performs thermostat repairs, door closure repairs, window pane replacement and installation of items as needed; repairs miscellaneous equipment.
2. Maintains HVAC systems including preventative maintenance, troubleshooting, repair, and ductwork installation and modification.
3. Performs general plumbing repairs such as unstopping clogged sinks, drains, waste lines; replaces operational parts; repairs water coolers, water heaters, and components.
4. Performs general electrical repair such as replacing receptacles, switches, and relays; resets breakers, replaces cord caps and light switches; uses schematics and drawings to locate electrical problems.
5. Performs preventative maintenance throughout the campus.
6. Complies with all applicable health and safety regulations, policies, and established work practices.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Building and equipment maintenance/repair techniques.
- Energy management and climate control programs.
- Hazardous chemicals and materials, first aid, and CPR.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Maintaining an established work schedule, with occasional nights and weekends.
- Effectively using organizational and planning skills.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Applying building and equipment maintenance/repair technique.
- Estimating time and materials needed for assigned work projects.
- Understanding and following instructions precisely.
- Communicating in a concise and effective manner.

- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

## **Computer Skills**

### ***Required***

- Demonstrated proficiency using standard office software applications for work order systems and placing orders over the Internet.

## **Physical Requirements**

### ***Required***

- May be exposed to hazardous chemicals and electrical currents
- Routine lifting of objects up to 80 pounds such as ladders, drills, grinders, saws, and other equipment.
- Subject to climbing stairs, ladders and scaffolds, and working at heights above 30 feet.
- Subject to standing or walking for long periods of time.
- Subject to standing, walking, sitting, bending, reaching, stooping, kneeling, and crouching.
- Work is performed in both internal and external environments with exposure to inclement weather and varying temperatures.

## **Work Experience**

### ***Required***

- Three years general maintenance and repair experience, including one year working with HVAC systems.

### ***Preferred***

- Three years in plumbing, electrical, and/or air conditioning.

## **Education**

### ***Required***

- High School diploma or equivalent.

## **Licenses/Certifications**

### ***Required***

- Valid Texas driver's license.

## **Other**

### ***Preferred***

- EPA Clean Air Certification and/or High Pressure Boilers License.

## **Safety**

### ***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.