



POSITION DESCRIPTION

TITLE: Building Hardware Specialist **CATEGORY:** Classified
FLSA STATUS: Non-Exempt **GRADE:** E (Skilled Trades)

JOB SUMMARY: Responsible for performing a variety of skilled and semi-skilled activities to include installation of all automatic door operators, preventive maintenance of all doors and door hardware and establishes and maintains a preventative maintenance program for all door hardware district-wide.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Install, service, and maintain all automatic doors and equipment.	25%
2. Perform periodic inspection of equipment; make necessary adjustments or repairs as needed.	20%
3. Maintain electronic and electric controls.	15%
4. Inspect all door hardware and equipment to ensure proper operation and compliance with handicap accessibility codes.	10%
5. Establish and maintain preventive maintenance logs. Maintain and secure inventory of tools and replacement parts.	10%
6. May oversee small crew in the installation and repair of equipment.	10%
7. Perform other related duties as assigned by the Maintenance Manager.	10%

REPORTING RELATIONSHIP: Manager, Maintenance.

ESSENTIAL QUALIFICATIONS:

EDUCATION: High School Diploma or equivalent.

EXPERIENCE: Three (3) years of related experience.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Knowledge of hardware of automatic doors, including folding walls bathroom accessories and handicapped operators;
- Must be mechanically inclined with the ability to troubleshoot other hardware

2. Equipment Used: Multi-meter, mechanical tools, special meters for automatic doors and sensors; personal computer, power tools, levels, glass installation tools, ladder and wire feeder.

3. Software Used: Windows, Grainger, Stanley

PHYSICAL REQUIREMENTS:

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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust.

INTERPERSONAL SKILLS:

Courtesy, tact, and effectiveness in order to communicate with fellow workers, supervisors, and other members of the organization to request or transmit information, ask questions, get clarification, and exercise tact.

WORKING CONDITIONS:

Job is performed with moderate to considerable exposure to various disagreeable elements. Work may involve exposure to dust, and/or unpleasant conditions or frequent handling of disagreeable materials such as chemicals, lubricants, and inks. May also include continuous outdoor work with frequent exposure to poor weather conditions.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places			X	
Fumes or airborne particles			X	
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold(non-weather)		X		
Extreme hot (non-weather)		X		
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	X
Very Loud	X

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understood the duties and responsibilities of this position.

X

Employee Signature

Date