



POSITION DESCRIPTION

TITLE: Campus Maintenance Technician **CATEGORY:** Skilled Trades
FLSA STATUS: Non-Exempt **GRADE:** E

JOB SUMMARY: Performs a variety of repairs and preventative maintenance work in one or more the general building trades.

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

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Operates and maintains the heating and cooling equipment including, boilers, centrifugal refrigeration machines, air conditioning and ventilation equipment, pumps, motors and other house equipment.	25%
2. Performs minor repairs and replaces electrical fixtures and devices.	20%
3. Replaces and repairs plumbing fixtures, water and sewer lines. Operates hot water heaters, circulating pumps, booster pumps and other related equipment. Maintains domestic water distribution/waste collection systems.	20%
4. Performs minor repairs and maintains physical structure of building and performs maintenance inspections.	10%
5. Coordinates special events, set-up and furniture relocation.	10%
6. Performs minor lock repair.	5%
7. Paints and cleans machinery and equipment.	5%
8. Perform other duties as assigned.	5%

REPORTING RELATIONSHIP: Maintenance Manager

SUPERVISORY RESPONSIBILITIES: No direct supervision; work lead responsibilities only.

ESSENTIAL QUALIFICATIONS:

EDUCATION: High School Diploma or GED required.

EXPERIENCE: Three (3) years of related experience.

CERTIFICATIONS/LICENSES: Valid Driver's license and eligible for insurability.
Desirable - Heating, Ventilation and Air Conditioning (HVAC) Certification

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.
2. Operating a motor vehicle is an essential job function of this position; all final position candidates will be required to undergo a motor vehicle records check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures. Thereafter, motor vehicle records checks will be conducted annually.

SPECIAL SKILLS AND ABILITIES:

1. **Skills/Abilities:** Good organizational skills, ability to troubleshoot, define problem and resolve.
2. **Equipment Used:** Desktop microcomputer, fax machine, multi-meters, gauges, power tools, hand tools, self contained breathing apparatus, chemical feeders, refrigerant monitor, turbo torch and power drums augers.

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 use hands to handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must regularly lift or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; risk of electrical shock and vibration. The employee is occasionally exposed to wet or humid conditions. The noise level in the work environment is usually moderate.

POSITION TITLE:	Campus Maintenance Technician
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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.*

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	
Very Loud	

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