



POSITION DESCRIPTION

MAINTENANCE TECHNICIAN

Division: Facilities Management

Reports to: Maintenance Supervisor

Classification: Full-time Staff

Revised: February 26, 2020

Reporting to the Maintenance Supervisor, the Maintenance Technician is responsible to perform wide range of skilled building maintenance, repair and construction work on University buildings and grounds, usually with a primary area of focus or expertise, such as heating, ventilation and air conditioning system maintenance. Assist as needed with other general building and grounds maintenance tasks.

RESPONSIBILITIES:

- Candidate must perform a wide range of maintenance, repair and construction of campus facilities, involving the following:
 - Rough and finish work carpentry, both interior and exterior, including doors, windows, walls, ceilings, floors, stairways, fences, framing, etc.
 - Wall work including plastering and drywall repair, surface preparation, painting & staining
 - General plumbing troubleshooting and repair, such as maintaining water lines and drains, chasing and fixing leaks, replacing/installing toilets, faucets, and drains, unclogging lines, etc.
 - General HVAC troubleshooting such as thermostat repairs, using temperature gauge in rooms, listening for equipment errors, noises, etc.
 - Perform, coordinate, and execute employee moves, furniture reconfigurations, etc.
 - Report on issues needing vendor work, coordinate schedule and work for vendor with Maintenance Supervisor
- Applicant must know how to utilize Computerized Maintenance Management System (CMMS), SchoolDude, to enter in work orders, track progress, communicate with customers, and close out orders once complete
- Assist as needed with other maintenance and grounds work including snow removal
- Candidate must be available on-call for emergency service.
- Adhere to all established safety procedures and standards.
- Maintain required records of work done, purchases, inventory, and the like.
- Maintain tools and equipment.
- Maintain an appropriate inventory of supplies and materials.

- Coordinate and oversee the activities of outside contractors as needed.
- Adhere to all safety regulations, attend regular safety meetings, and always perform work as safely as possible

SUPERVISION RECEIVED:

Direction and general supervision is received from the Maintenance Supervisor.

MINIMUM QUALIFICATIONS:

- High school education, plus 3 to 5 years of relevant technical training/experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Broad base of technical knowledge and skills related to the building trades, including rough and finish carpentry, plumbing/HVAC, electrical, painting and drywall, heavy equipment operation, and the like
- Valid driver's license; including acceptable driving record to operate university vehicles.
- Physical ability to perform all primary job duties including heavy lifting and snow removal.
- Ability to work evenings, weekends and on an on-call basis.

PREFERRED QUALIFICATIONS:

- Experience with a Computerized Maintenance Management System, especially SchoolDude or MySchoolBuilding

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be highly motivated and a self-starter with the ability to work independently.
- Ability to communicate effectively in writing and verbally with peers, management, contractors and vendors.
- Demonstrated Ability to multitask and prioritize many different projects and workload.
- Flexibility and adaptability in an emerging and changing environment.
- Ability to maintain confidentiality and manage confidential information.
- Computer skills and proficiency with a variety of computer applications including word-processing, and reporting platforms, as well as online calendaring and email.

PHYSICAL DEMAND:

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 talk or hear, and process verbal instructions.
- The employee frequently is required to stand, bend, walk, use hands to handle or feel; manipulate hand tools and mechanical devices, reach with hands and arms.
- This position requires the ability to occasionally to lift up to 50 pounds.