



## Job Description

### Facilities Maintenance Technician I

JD: 2058  
Pay Grade: G02

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**Employment Status:** Full-Time

**FLSA Status:** Non-Exempt

**Experience Required:** Minimum 2 years' experience in maintenance, construction, custodial, and/or safety related field.

**Minimum Education Requirements:** High School diploma or G.E.D.

**Direct Supervisor:** Mechanical Systems Supervisor, Plant Manager, Lead Technician

**Supervisory Responsibility:** Direct (0); Indirect (0)

**Primary Work Location:** Campus buildings.

**Certification:** Valid driver's license.

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**Job Summary:** This position is responsible for general care and maintenance of the campus facilities. Work is generally routine; however, special projects may be conducted under the direct supervision. As part of the Facilities Department staff, this position is also responsible, as necessary, for generalized safety of the campus and related College property.

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#### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Install, repair, patch, and paint walls, ceilings, and floors as directed.
- Repair and replace windows, doors, screens, hardware, etc. as directed.
- Repair damaged and assemble new chairs, desks, tables, etc.
- Replace damaged ceiling tiles and grid as directed.
- Assist skilled maintenance workers in performing semi-skilled manual tasks in the building and repair of infrastructure and systems.
- Perform troubleshooting and maintenance on infrastructure and equipment as directed.
- Perform small tasks as needed and inspect fixtures for possible flaws, plunge toilets.
- Assist in the repair of equipment.
- Operate lift, skid loader, plow, etc.
- Perform pool maintenance, test water samples, and handle chemicals.
- Move office furniture, tables, chairs, etc.
- Arrange furniture for meetings and conferences.
- Clean and remove trash from campus buildings as directed.
- Assist in caring for campus grounds as directed.
- Clear snow from campus parking lots and sidewalks as directed.
- Salt walkways and parking lots as directed.
- Lock and unlock doors as directed.
- Observe and report hazardous conditions.
- Assist other Facilities Department staff as directed.
- Effectively perform as a member of the team in carrying out the College's Mission Statement.
- Must complete appropriate OSHA/safety training as determined by college management.
- Perform other tasks and duties assigned.



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#### **Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge**

- Operation of motorized maintenance equipment.
- Occupational hazards and safe working practices.
- Building and grounds construction and maintenance, materials, and equipment.

##### **Skills**

- Reading and Writing skills.
- Good interpersonal skills.
- Good Mechanical skills.

##### **Abilities**

- Follow written and oral instruction.
- Read simple diagrams.
- Work independently.
- Must be able to climb, work in tight places, walk distances, and work in different types of weather.
- Must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds.
- Significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.

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**Signatures / Date**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date