



JOB DESCRIPTION

JOB TITLE: Maintenance Technician	FLSA: Non-Exempt
Department: Facilities	Revised Date: 5/19/2015
Security Sensitive: Yes	Grade: B-21
Reports To: Maintenance Specialist	

Job Summary

Under the direct supervision of the Maintenance Specialist, performs skilled work in mechanical, electrical, and plumbing, maintenance and in daily operation of HVAC and electrical system in central chilled water/boiler plant and campus.

Essential Functions

- Performs preventive maintenance, repairs and/or replaces assigned HVAC equipment, including pneumatic and electronic;
- Diagnoses, troubleshoots refrigeration and air conditioner equipment and makes necessary repairs;
- Operates, diagnoses, analyzes and records findings on all HVAC equipment including boilers, chillers, pumps, motors, air handling units and cooling towers;
- Creates, and edits control schedules for the campus HVAC system;
- Maintains key control system, inventory, cut, and receives keys for the campus;
- Inspects fire and smoke alarm systems regularly, making necessary minor adjustments and making recommendations for major adjustments to the supervisor;
- Diagnoses, troubleshoots electrical failures and issues, makes necessary repairs and/or works with contractors to solve issues;
- Analyzes future projects to assure all MEP has been captured for the project and reports these finding to supervisor;
- Compiles information with concerns to deferred maintenance; (Age of equipment, numbers of break downs, annual cost to maintain)
- Inspects jobsites to assure all MEP has been properly installed;
- Follows proper safety procedures;
- Monitors, implements and coordinates provisions of the College's emergency management plans;
- May perform generator service and maintenance, including but not limited to: oil filters, electrical connections and hydraulic components;
- Ensures the building is ready for staff and students in all areas of assigned responsibility to include: lights, general maintenance and HVAC; replacing lamps and ballasts as needed;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;

- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities:

- Previous maintenance experience;
- Ability to operate custodial and maintenance equipment;
- Ability to perform cleaning and light maintenance assignments with minimum supervision;
- Ability to diagnose and repair equipment;
- General knowledge of all commercial and residential MEP;
- Mechanical knowledge of rotating equipment;
- Capable of performing general carpentry and drywall;
- Knowledgeable in working with vendors to place orders for parts and equipment;
- Must understand the protocol for ordering parts and equipment;
- Ability to read and interpret data from charts, gauges, dials, blueprints, schematics, and technical manuals as needed when making adjustments, repairs or installations;
- Ability to understand spoken and written instructions;
- Able to make judgment calls with regards to college funds and necessity;
- Ability to communicate well with general public;
- Requires regular, reliable and predictable work attendance;
- High School diploma or GED preferred.

Work Environment:

- Both inside climate controlled work as well as outside conditions;
- Ability to climb stairs, ladders and scaffolds, bend, stoop, push, pull, reach, kneel;
- Ability to lift up to 50 pounds;
- Ability to stand or walk for long periods of time;
- Must utilize safety equipment at all times.

Special Requirements

- Must be able to work evenings, weekends and holidays and make call outs;
- Must be able to provide documentation of prior experience having background in working on HVAC, Plumbing, and Electrical.
- Must possess a current Texas driver’s license and able to obtain at minimum class (B) CDL to drive College vehicles;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date