



## JOB DESCRIPTION

<b>JOB TITLE:</b> Maintenance Specialist Assistant	<b>FLSA:</b> Non-exempt
<b>Department</b> Facilities	<b>Date:</b> 5/6/2019
<b>Security Sensitive:</b> Yes	<b>Grade:</b> A-13
<b>Reports To:</b> Maintenance Specialist	

### **Job Summary**

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

### **Essential Functions**

- Performs preventive maintenance programs;
- Performs preventive maintenance, repairs and/or replaces assigned HVAC equipment, including pneumatic and electronic.
- Operates, diagnoses, analyzes and records findings on all HVAC equipment including boilers, chillers, pumps, motors, air handling units and cooling towers;
- Inspects fire and smoke alarm systems regularly, making necessary minor adjustments and making recommendations for major adjustments to the supervisor;
- Follows proper safety procedures;
- Monitors, implements and coordinates provisions of the College’s emergency management plans;
- Reads and interprets data from charts, gauges, dials, blueprints, schematics, and technical manuals as needed when making adjustments, repairs or installations;
- 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;
- Required to drive College vehicles and secure appropriate credentials;
- 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**

- High School diploma or GED and general knowledge and experience in repairs and installing HVAC, electrical systems or related equipment or equivalent combination of education and experience;
- Ability to read and interpret schematics and blue prints;
- Ability to operate custodial and maintenance equipment;
- Effective communication skills both orally and in writing;
- Skill in use of maintenance tools and materials;
- Knowledge of proper use and storage of cleaning chemicals and equipment;
- Bi-lingual ability is 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;

**Special Requirements**

- Ability to work evenings, weekends and holidays as necessary;
- Requires regular, reliable and predictable work attendance;
- 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