

CLASSIFICATION SPECIFICATION

Facilities Maintenance Technician

FT/PT Class Code: 7041, 7541 Pay Grade: B/C 08 FLSA: Non-Exempt Est. 07/01/12

SUMMARY STATEMENT: An incumbent assists in performing minor building maintenance and repair work in several trade areas under the supervision of a technical supervisor.

NATURE AND SCOPE:

The incumbent is closely supervised, typically by a technical supervisor, and may perform the more routine duties independently.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Assists mechanics and tradesmen in basic and routine repair and maintenance functions using a variety of hand and power tools (e.g. minor carpentry, basic HVAC, etc.).
2. Assists mechanics in building, repairing, and maintaining roofs, floors, walls, partitions, tables, chairs, and other wooden objects.
3. Maintains and repairs window screens, door latches, light switches and receptacles, faucets, toilets, and other objects not requiring detailed knowledge and skill.
4. Assists in preparing and painting interior and exterior surfaces.
5. Assists in snow/ice removal, grass cutting, and grounds maintenance.
6. Assists in running new pipe, installing sinks and, in general, performing plumbing repair and maintenance.
7. Assists with moving furniture and other assigned tasks requiring general labor.
8. Assists with set-up for campus events.
9. Assists with receiving and loading dock duties.
10. Assists mailroom personnel with mailbox delivery and facilities sanitation staff with sanitation duties when needed.
11. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of operating and maintaining a variety of equipment, hand and power tools used in trades fields such as plumbing, carpentry, electrical, painting, or HVAC.
- ◇ Knowledge of basic tools and their application, maintenance, and repair.
- ◇ Knowledge of basic tasks and repairs in mechanical/trade fields.
- ◇ Skill in basic applications, techniques or procedures of a mechanical/trade field.
- ◇ Ability to understand and comply with written and oral instructions.
- ◇ Ability to apply principles, practices, methods, tools and equipment used by skilled tradesmen/mechanics in helping them carry out their tasks.
- ◇ Ability to operate equipment and power tools and ability to operate signage machines
- ◇ Ability to operate mailroom machinery.
- ◇ Ability to communicate effectively and work in a multi-cultured environment.
- ◇ Ability to read, write, and follow basic instructions.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED, and two (2) years of relevant experience; or other equivalent combination of education and experience.