

# JOB DESCRIPTION



**Position Title:** Building Maintenance Technician I

**Department:** Facilities

**Employment Category:** Non-Exempt Staff

**Primary Location:** Douglas Campus or  
Sierra Vista Campus

**FLSA Classification:** Non-exempt

**Remote Work Eligible:** No

**Parameters:** 40 Hours/Week; 12 Months/Year **Pay Grade:** NE07

**Position Summary:** The Building Maintenance Technician I is responsible for performing routine preventative and corrective maintenance on buildings, systems and equipment, performing construction and remodeling work, and collaborating with other construction trades for project completion.

**Essential Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Performs preventative and corrective maintenance on buildings and related systems; enters required data into the maintenance management system; performs basic plumbing and electrical systems servicing, repair and installation; ensures the correct tools and equipment are used for assigned tasks; and ensures that work meets standards of quality, timeliness and safety

Performs construction work; installs and finishes drywall, builds partitions and frames, installs doors, windows, ceilings, flooring, and furnishings; paints exterior and interior walls, recoats roofs, concrete placement, and asphalt repair

Assists with surveying of college infrastructure and equipment for functionality and adequacy; maintaining a safe, clean, comfortable and aesthetically pleasing environment; assesses vehicle and equipment readiness, reliability and safety; identifies deficiencies, and takes corrective action to resolve potential issues or needed repairs

Assists with plan and specification reviews for construction, remodeling and repairs; assesses project suitability and completeness, and makes appropriate change recommendation; assists with project scope, necessary equipment and materials, and required manpower; assists department leadership with progress reports; assists with contractors and vendors

Inspects equipment and tools daily, ensuring all are in proper working condition; maintains accountability and informs supervisor of any problems or concerns

Adheres to applicable college policies, building, electrical and fire safety codes, and OSHA/ADOSH requirements; ensures personal workspace is kept clean and organized; surveys work area to avoid potential hazards

Responds to emergency calls, tasking and work orders, as assigned by supervisor

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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## **Education and Experience Requirements:**

High School Diploma or equivalent, Associate's degree preferred from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Five years related experience

Preference may be given to individuals who possess the ability to communicate in Spanish and English, verbally and in writing

Valid driver's license and the ability to obtain clearance to drive college vehicles under the college's insurance policy is required

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures

Knowledge of preventative and general maintenance

Knowledge of general electrical, plumbing, and HVAC systems and repairs

Skill troubleshooting, repairing, and maintaining HVAC, plumbing and electrical systems

Skill operating power and hand tools

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with supervisors, other departmental staff, students and the public

**Work Environment:** Work is primarily performed under general supervision and may require working early morning shifts in a variety of climatic conditions. May work with potentially hazardous chemicals to include, but not limited to, cleaning agents, sanitizers, fertilizers, pesticides, and herbicides.

**Physical Requirements:** Essential functions of this position require: manual dexterity, ability to communicate, lifting, kneeling, squatting, climbing, crawling, stooping, turning/twisting, balancing, reaching and handling with varying frequencies.

Heavy work: Occasional lifting and carrying objects up to 100 pounds, Frequent lifting and carrying, pushing, or pulling objects weighing up to 50 pounds; and/or continuous lifting, carrying, pushing, or pulling 10-20 pounds

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports to:** Building and Grounds Manager

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.