

# JOB DESCRIPTION



---

**Position Title:** Building Maintenance Technician I

**Department:** Facilities

**Employment Category:** Classified Staff

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

**FLSA Classification:** Non-exempt  
**Remote Work Eligible:** No

**Parameters:** 40 hours/week; 12 months/year    **Pay Grade:** CS11

---

**Position Summary:** The Building Maintenance Technician I is responsible for performing routine preventative and general maintenance on buildings, systems and equipment. Troubleshooting and repairing electrical and plumbing systems.

**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:

Conducts maintenance and repair activities of buildings and associated systems; ensures the correct tools and equipment are used for assigned tasks; ensure that work meets standards of quality, timeliness and safety

Routinely inspects equipment and tools, ensuring all are in proper working condition; informs supervisor of any problems or concerns; ensures personal work space is kept in a clean and organized manner; surveys work area, ensuring OSHA safety standards are observed prior to work; works closely with other trades to avoid unseen potential hazards

Performs basic construction work; installs and finishes drywall, builds partitions and frames, installs doors, windows, ceilings, flooring, plumbing fixtures and furnishings; paints exterior and interior walls, recoats roofs, concrete placement, and road and parking lot repair

Assists with key management, inventory and issuance; conducts door and hardware adjustments, maintenance and repair

Conducts all inventory, maintenance and repair activities using the department's computerized maintenance management system; performs preventative maintenance and corrective action work, monitors progress, and ensures required data entered when completed; maintains and tracks inventory of supplies, tools and equipment

Assists with surveying of college infrastructure and equipment for functionality and adequacy; maintain 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; adheres to applicable college requirements, building codes, insurance stipulations and OSHA requirements

Reviews plans and specifications for new construction, remodeling and repairs; assesses project suitability and completeness, and makes appropriate change recommendation; assists with project scope, necessary

# JOB DESCRIPTION



equipment and materials, and required manpower; assists department leadership with progress reports; assists with contractors and vendors

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

Performs basic construction work; hangs drywall, builds partitions and frames, installs doors and windows, paints, and refinishes furniture; assists HVAC personnel as required; assembles and installs work stations to meet departmental needs

Installs door locks, cuts keys, pins lock cores and maintains functionality of all locks, doors and hardware

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.

**Education and Experience Requirements:**

High School Diploma or equivalent, Associate's degree preferred

Five years related experience

*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 multi-task and organize, prioritize, and follow multiple projects and 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 and may include exposure to mechanical and chemical hazards. Work requires working early morning shifts and is primarily performed under general supervision.

**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.

# JOB DESCRIPTION



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:** Maintenance 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.