

JOB DESCRIPTION



Position Title: Building Maintenance Technician II

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:** CS09

Position Summary: The Building Maintenance Technician II is responsible for performing scheduled preventative maintenance on mechanical, electrical and plumbing systems. Responding to work orders and troubleshooting electrical and HVAC units.

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:

Inspects equipment on a daily, weekly, and monthly scheduled basis ensuring all systems are in proper working condition, informs supervisor of any problems or concerns; completes scheduled preventative maintenance services on all mechanical systems and components; responds to work orders for faculty and staff as assigned by the supervisor

Troubleshoots and repairs HVAC units, electrical fixtures, kitchen equipment for documented problems; maintains a preventative maintenance log on all equipment and systems to include quality control checks, repairs, and service; conducts repairs and installations as necessary in compliance with departmental guidelines

Complies with and follows safety precautions and standards at all times

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.

JOB DESCRIPTION



Education and Experience Requirements:

High School Diploma or equivalent

Three 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

Knowledge of power and hand tools and heavy equipment operations

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

Skill operating power and hand tools

Skill reading blueprints and schematics

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. May work in a typical classroom or laboratory setting with appropriate climate controls and includes exposure to mechanical and chemical hazards. 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 75 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.