

**JOB TITLE:** Maintenance Technician  
**DEPARTMENT:** Facilities and Grounds  
**LOCATION:** Union Campus  
**REPORTS TO:** Director, Facilities & Grounds

**FLSA:** Non-Exempt  
**LEVEL:** 105  
**DATE:** 12/19/2017, 3/14/12

**POSITION SUMMARY:** Under general supervision, performs a variety of general maintenance duties which include electrical, mechanical, carpentry, and construction in the maintenance and repair of college facilities and equipment.

**EDUCATION, EXPERIENCE, AND LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of high school/GED and three years related maintenance work experience.

**ESSENTIAL TASKS:** *(Employee must be able to perform the following functions to the satisfaction of the employee's supervisor.)*

- Inspect buildings, electrical systems, grounds, and equipment to ensure safe, well-maintained conditions, identify hazards, defects, and the need for adjustment or repair.
- Perform minor troubleshooting and repairs; replace light bulbs, ballasts and fuses.
- Assist with preventive maintenance and troubleshooting on HVAC system, changing filters, bearings.
- Complete maintenance work orders as assigned and in a timely manner.
- Identify and perform basic service and repair on plumbing fixtures; open clogged lines and drains.
- Identify and assist with carpentry and repair work.
- Operate a variety of machinery, equipment and tools including saws, router, drills, sanders, planers, drill presses and various hand tools.
- Maintain inventory of tools, supplies, and equipment; recommend tools, supplies, and equipment for purchase.
- Perform a variety of locksmith duties; install, repair, and replace locks on doors
- Inspect, service, and maintain operational functionality of doors and windows.
- Basic ability to read, interpret and work from blueprints, drawings, or oral instruction on a variety of structures related to the construction project.
- Install or replace plugs, switches, outlets.
- Assist with snow removal
- Perform periodic maintenance of lawn equipment and vehicles.
- Assist with moving loading, unloading and storing supplies, furniture and equipment.
- Wear proper protective equipment while performing job duties (i.e., goggles, helmet, back brace, knee pads).
- Respond to 24-hour emergency calls
- Adjustment of hours and/or weekend work may be required and/or occasional overtime.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of proper safety techniques and procedures while using chemicals, power tools, hand tools and equipment; knowledge of proper lifting techniques; ability to operate heavy equipment; understanding of methods, techniques, materials, tools and equipment used in maintenance, repair and electrical work; ability to properly perform basic welding; knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Ability to use required tools and equipment skillfully and safely; understanding of building codes, preferably "International Building Code" (IBC). Ability to learn and apply proper maintenance procedures and use of

equipment and supplies. Ability to follow procedures installing, testing, operating, or repairing machinery or technology systems. Knowledge of occupational hazards and standard safety practices and Safety Data Sheets. Knowledge of college/department emergency procedures. Ability to understand and follow written and oral directions. Ability to perform work independently.

**COMMUNICATION SKILLS:** Ability to establish and maintain effective and cooperative working relationships with employees. Ability to interact and communicate effectively in a tactful and courteous manner with a variety of people, including students, employees, faculty and the general public. Ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; ability to verbalize understanding of a problem or situation, ask relevant questions for clarification, and explain it to others. Follow instructions or work orders; and/or read routine sentences, instructions, regulations, or procedures; complete routine job forms and incident reports; and/or communicate routine information regarding daily activities.

**DECISION-MAKING AND ANALYTICAL SKILLS:** Requires limited decision making; perform manual duties; operate in a safe and efficient manner. Ability to understand and follow written and oral directions; ability to complete assignments without immediate supervision; ability to perform all essential functions using safe work methods and following safety regulations relating to job.

**EQUIPMENT/SOFTWARE:** use computers for data entry and/or handle, use, or repair hand-held power equipment, tools and/or light machinery.

**PHYSICAL DEMANDS:** *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential tasks of this job.)* Regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. Occasionally required to sit. Frequently must squat, stoop, or kneel, reach above the head and reach forward. Daily uses hand strength to grasp tools, supplies and equipment. Occasionally climbs ladders. Frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

**WORK ENVIRONMENT:** *(The work environment described here is representative of those an employee encounters while performing the essential functions of this job.)* Regularly works indoors and outdoors. Occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. Frequently exposed to risk of electrical shock, mechanical hazards, explosive hazards, burn hazards, chemical hazards. Meet deadlines with severe time constraints. Moderate noise level. Frequently exposed to wet and/or humid conditions; fumes or airborne particles; outside weather conditions; extreme cold; extreme heat.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6712. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*