

POSITION DESCRIPTION
Support Personnel

POSITION TITLE: Maintenance Technician

ORGANIZATION UNIT:
Buildings

REPORTS TO:
Maintenance Supervisor &
Director of Maintenance

REVISION DATE
1/14/2021

I. Narrative General Description

The Maintenance Technician shall be responsible to the Maintenance Supervisor and the Director of Maintenance for the maintenance and general operation of the physical plant of the college.

II. Functional Responsibilities

A. Complete duties required of a Maintenance Technician.

- a. Wire, operate, and repair electrical controls.
- b. Install and/or replace electrical motors.
- c. Perform welding, plumbing, carpentry, painting, and general repairs.
- d. Perform preventative maintenance tasks.
- e. Perform concrete work.
- f. Operate and/or repair equipment that is generally used in school systems.
- g. Clean air handlers, oil motors, and change air filters.
- h. Complete minor repairs to air handlers and their motors.
- i. Change classroom lighting, emergency and exit light fixtures, and security lights.
- j. Program, repair, and replace dorm electronic locks.
- k. Have a working knowledge of the dorm lock computer program
- l. Have a working knowledge of the boiler and chiller operation and feed chemicals as per instructions.
- m. Have a working knowledge of fire protection systems across campus.
- n. Be familiar with the location of fire extinguishers across campus.
- o. Operate the physical plant on a shift basis, which may include holidays and weekends.
- p. Be the technician on call on a rotating weekly basis. Provide your own cell phone to be used while working scheduled shift and while on-call.

B. Complete duties required of all the maintenance staff.

- a. Guard the safety of their college issued keys.
- b. Check college e-mail at least once a day.
- c. Report needed maintenance repairs.
- d. Assist with snow and ice removal as needed.
- e. Assist with set-up and removal of chairs, tables, gym floor, risers, etc. for special events as needed.
- f. Attend safety meetings and follow safety procedures.

- g. Be on call twenty-four hours a day, seven days a week.
- h. Help ensure that position description is kept current.
- i. Cover college events outside of normal work schedule.
- j. Be responsible for checking and securing campus facilities during shift.
- k. Other duties as assigned.

III. Supervises the Following Staff

- A. Students.
- B. Other staff as directed by the Director of Maintenance and Housekeeping.

IV. Required Knowledge, Skills, Personal Qualifications & Physical Requirements

- A. Must be able to meet and deal tactfully and courteously with fellow employees, vendors, contractors, students, and the public.
- B. Must present a professional demeanor and appearance, and represent the college with a positive image.
- C. Must be flexible.
- D. Must be able to follow and give instructions.
- E. Must be able to lift and move up to 75 pounds.
- F. Must be able to work with others as well as alone with minimum of supervision.
- G. Must have knowledge of mechanical and electrical functions of the equipment in the physical plant.
- H. Must have knowledge of the occupational hazards and safety precautions necessary for the safe performance of maintenance duties.
- I. Must be able to work in confined areas.
- J. Must be able to climb ladders and use lifts for high work.
- K. Must have good oral and written communication skills.
- L. Must be able to work in heat and cold.
- M. Must have a valid driver's license and a good driving record.
- N. Must live close enough to the college to respond to an emergency in 15-20 minutes.
- O. Within six months of the date of hire, required to maintain a physical place of residence within the CCC service area throughout their employment.

V. Required Experience

Two years of related experience in construction, electrical, mechanical, and/or plumbing.

VI. Required Educational Background

High school diploma, or its equivalent, and related technical coursework. Technical program completion preferred.