

Job Description

Position Title: Maintenance Technician 1, General

Job Group: Facilities

Job Level Group: Support Entry

FLSA Status: Non-Exempt

Position Summary:

The Maintenance Technician I, General performs a variety of maintenance functions including electrical, plumbing and carpentry as well as assists other trades and contractors. Relocates offices and performs small drywall installs and repairs and small paint projects. Assists with the implementation of special projects. Keeps records of work orders, invoices, and time on task.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Completes maintenance and basic repairs on commercial buildings, facilities, and equipment. Maintains interior and exterior lighting to keep campus safe at night and classrooms well illuminated.
2. Performs preventative maintenance inspections and makes timely repairs. Reports and documents any safety or maintenance issues to supervisor.
3. Responds to emergency breakdowns of utilities or special requests of faculty and/or students. Provides customer service to vendors, faculty, and students.
4. Operates a variety of motorized vehicles, handcarts, and hand and power tools to perform various duties repairing and installing equipment. Performs cleaning and upkeep on all vehicles and tools.
5. Assists with inventory of supplies, equipment, and tools; performs procurement activities as needed.
6. Participates in setup for campus events and provides assistance with third party vendors and contractors.
7. Performs data entry input of daily time sheets and posts completed job summaries in computerized maintenance management system.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of skilled trades expertise required to complete assigned responsibilities for the position
2. Skill in effective communication (both written and oral)
3. Skill in performing a variety of duties, often changing from one task to another of a different nature
4. Skill in groundskeeping and landscape maintenance

5. Skill in electrical maintenance
6. Skill in HVAC maintenance
7. Skill in plumbing maintenance
8. Skill in construction projects
9. Ability to adapt and maintain professional composure in emergent and crisis situations
10. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Work is routinely monitored by supervisor/manager; detailed instructions and procedures are generally provided.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.
- Vocation or technical training in a skilled trade may be required
- Up to One (1) year of related experience with equipment maintenance required.
- One (1) to Three (3) years of related experience with equipment maintenance preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, crawl, climb, balance, reach, and twist; to lift, carry, push, and/or pull moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment background check
- DMV Check/Current and Valid AZ Driver's License
- Some evening or weekend work hours