



## Position Description

Title: Maintenance Technician		
FLSA Class: Non-Exempt	EEO Category: Service Workers	WC Class: 9110
Job Title: 1000084	Salary Grade:	
Date Approved: 2/24/2017		
Revision Date:	Job Class: Non-program	
Revision:		

### Purpose of Position

The Maintenance Technician performs manual and semi-skilled work in the care of buildings, property and equipment. This position works directly with departments to complete needed maintenance and repairs. External contacts include, outside contractors, suppliers, deliveries and inspectors as assigned. This hourly, non-exempt, position is supervised by the Maintenance Services Lead or Manager.

### Major Duties (\*Essential Element)

- Assists the Safety Officer to service the campus environment of care factors and preventative safety program
- Review the operation of facility equipment, grounds equipment, and mechanical systems to minimize unplanned downtime.
- Anticipates and solves problems in a timely manner, and able to identify opportunities for improvement
- Comply with city, county, state, licensing, Joint Commission, and federal regulations relating to maintenance
- Mows lawns and trims trees; paints and makes structural repairs to masonry, woodwork, and furnishings of buildings and similar structures; maintains and repairs buildings and similar structures; maintains and repairs building utility systems such as electric wiring and controls, heating, ventilating systems; maintains and repairs plumbing systems; repairs the contents of the various buildings.
- Provides maintenance and repair to any and all items that make up the physical plant and to any and all contents within the physical plant.
- Secures, loads, and hauls tools, materials, and supplies to the work site.

- Utilizes power and hand tools that are normally associated with painting, carpentry, plumbing, heating, electrical, and masonry work.
- Climbs ladders to any height in order to maintain and repair items within the physical plant.
- Services and operates gasoline and diesel driven vehicles, such as automobiles, trucks, tractors, road graders, and other heavy equipment.
- Performs on-call maintenance and repair duties on weekends and/or holidays whenever deemed necessary by the Maintenance Services Manager or Assistant Maintenance Services Manager.
- Any other duties as assigned for the betterment of Great Circle.

### Working Conditions

Work environment varies due to needs in buildings, structures, and grounds. Some exposure to noise, cold, heat and dust.

### Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. An individual must be able to lift 50 pounds and climb a 26 foot ladder. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Budget Responsibility

None

### Supervisory Responsibility

None

### Qualifications

- Strong customer service focus, excellent time management, oral and written communication skills. Must be able to prioritize multiple tasks.
- Able to respond to crisis situations with an appropriate level of urgency and decisiveness.
- Ability to read, write, and speak in English
- Possess or able to obtain within 2 weeks of hire a current, valid Class E Driver's license and meet the Great Circle requirements for insurance.
- Ability to use a variety of power and hand tools, including painters, carpenters, plumbers, electricians, and mason's tools.

Required Education and Experience

- High School Diploma/GED
- Self-awareness, patience, and the ability to work independently
- Strong communication, interpersonal and MS Office Suite skills

Preferred Experience

Some college courses in maintenance or work experience in construction and/or maintenance

Demonstrated knowledge of maintenance, construction, custodial and landscaping methods; local building safety and health codes and HVAC systems.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_