

JOB DESCRIPTION



Position Title: Building Maintenance Senior Technician

Department: Facilities

Employment Category: Non-Exempt Staff

Primary Location: Sierra Vista Campus

FLSA Classification: Non-exempt

Remote Work Eligible: No

Parameters: 40 Hours/Week; 12 Months/Year

Pay Grade: NE08

Position Summary: The Building Maintenance Senior Technician is responsible for conducting daily inspections and performing routine preventive and corrective maintenance, including remodeling and construction work and for assisting in the oversight of project scheduling, material procurement, tool and equipment staging for all facility related activities.

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:

Performs maintenance, repair, remodeling and construction on building structures and associated systems, to include basic plumbing and electrical systems servicing, repair and installation; assists with the development and scheduling of work processes, and provides the tools and equipment necessary to complete tasks; monitors work performance and standards ensuring quality, timeliness and compliance with safety standards; participates in mentoring and training and professional development of other personnel

Assists with key management, inventory and issuance; conducts door and hardware maintenance, repair and installation

Conducts all inventory, maintenance and repair activities using the department's computerized maintenance management system; performs preventative maintenance and corrective action work, monitors progress, and ensures required data entered when completed; maintains and tracks inventory of supplies, tools and equipment

Performs survey of college infrastructure and equipment for functionality and adequacy; maintain a safe, clean, comfortable and aesthetically pleasing environment; assesses vehicle and equipment readiness, reliability and safety; identifies deficiencies, and takes corrective action to resolve potential issues or needed repairs; adheres to applicable college requirements, building, electrical and fire safety codes, and OSHA requirements

Reviews plans and specifications for new construction, remodeling and repairs; assesses project suitability and completeness, and makes appropriate change recommendation; assists with project scope, necessary equipment and materials, and required manpower; assists department leadership with progress reports; assists with contractors and vendors

Assists with monitoring of contracted construction services for performance, quality and completeness of work

Responds to emergency calls, tasking and work orders, as assigned by supervisor

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.

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Education and Experience Requirements:

High School diploma or equivalent; Associate's degree preferred

Seven years related experience

Preference may be given to individuals who possess the ability to communicate in Spanish and English, verbally and in writing

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 practices and techniques used in the carpentry trade and related building trades

Knowledge of construction, maintenance, alteration and repair of building components and structures

Knowledge of local and state building codes, orders and ordinances

Skill in using tools and equipment of the trade

Skill reading blue prints and schematics

Ability to organize, prioritize, and follow multiple 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

Skill in presenting ideas and concepts orally and in writing

Work Environment: Work is primarily performed under general supervision and may require working early morning shifts in a variety of climatic conditions. Work requires working early morning shifts and is primarily performed under limited supervision.

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 100 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.