

BUILDING MAINTENANCE WORKER

Job Description

CATEGORY: PLANT OPERATIONS
POSITION LENGTH: FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY CODE: 67
REPORT TO: BUILDING MAINTENANCE SUPERVISOR
REVIEWED DATE:

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Performs minor carpentry, plumbing and electrical repairs and maintenance and assists crafts workers in completion of assigned projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a variety of tasks to recondition and repair the interior and exterior of buildings, and facility equipment.
- May replace and repair bathroom facilities and fixtures; unclogs sewers and repairs minor pipe leaks; repairs toilets, urinals, water fountains, and other plumbing fixtures.
- Paints buildings, structures, and fixtures using brushes, rollers, and spray guns; Performs minor painting tasks and touch-up repairs.
- Repairs, plasters, hangs, and finishes drywall.
- Relocates various items such as furniture, classroom equipment to campus locations and to central storage areas.
- Repairs roofs, ceilings and installs drop ceilings; assists in major roofing repairs.
- Cleans down spouts and gutters.
- Installs, repairs and replaces doors.
- Performs minor carpentry tasks and install tack boards, chalkboards, and other fixtures.
- Assists on large remodeling projects.
- Cleans, adjusts, repairs and replaces lock sets, door closures and hinges.
- Assembles furniture, shelving, cabinets and other furniture type equipment.
- Replaces broken glass such as small window panes.
- Performs minor electric repairs, not beyond first fuse or breaker panel; replaces damaged cords, repairs plugs; may perform mechanical repairs of small engine equipment and maintenance vehicles.
- Responsible for tools and equipment assigned to complete responsibilities.
- Performs custodial and other indoor laborer duties, as needed.
- Installs sidewalks and walkways, as needed.
- Completes work orders, as assigned.
- Constantly monitors surroundings and health hazards and reports same to supervisor.

BUILDING MAINTENANCE WORKER

Job Description

- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the development of outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Must be able to work in all kinds of inclement weather.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of methods, materials and equipment used in minor carpentry, painting, electrical, plumbing repair and maintenance activities.
- Ability to use a variety of basic hand tools including, electronic equipment, painting and drywall equipment, and occasionally power tools such as electric saws, drill presses, and welding and soldering equipment.
- Excellent customer service skills and interpersonal skills.
- Ability to follow oral and written instructions.
- Ability to interpret campus maps and basic drawings.
- Ability to use a computer for email access and use.
- Ability to work cooperatively with others; perform assigned tasks without immediate supervision.
- Ability to operate motorized equipment and vehicles such as carts, cars, trucks or vans.
- Knowledge of OSHA safety regulations.
- Ability to instruct and train others in the work, including the operation and proper use of equipment.

BUILDING MAINTENANCE WORKER

Job Description

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- A high school diploma or G.E.D. equivalent.
- Must have (1) year of experience performing minor carpentry, plumbing and electrical repairs and maintenance.

PREFERRED EDUCATION AND EXPERIENCE

None Required.

CERTIFICATES AND LICENSURES

- Valid Texas driver's license or the ability to obtain one within 90 days of hire.
- Forklift certification is preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Must be able to work in all kinds of inclement weather and must be able to work weekends. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

BUILDING MAINTENANCE WORKER
Job Description

Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

BUILDING MAINTENANCE WORKER
Job Description

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a high school diploma or G.E.D equivalent?
 - Yes
 - No
3. *Do you have one (1) year of experience performing minor carpentry, plumbing and electrical repairs and maintenance?
 - Yes
 - No
4. *Do you have a valid Texas driver's license or the ability to obtain one within 90 days of hire?
 - Yes
 - No
5. Do you have a forklift certification?
 - Yes
 - No