



# Trinity Valley Community College

## Job Description

### Building Services Technician

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#### **COMMITMENT TO MISSION**

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

#### **PRIMARY PURPOSE:**

Install, maintain, troubleshoot, and repair building systems including electrical equipment, HVAC systems, and plumbing systems. Perform carpentry and painting duties. Assist and provide backup for other Building Services department activities and staff as needed

#### **REPORTS TO:**

Director of Building Services

#### **SUPERVISES:**

None

#### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

##### **EDUCATION REQUIRED:**

High school diploma or GED

##### **EXPERIENCE REQUIRED:**

Two (2) years' experience in facilities and physical plant maintenance

##### **PREFERRED:**

Prior experience with an educational institution desirable.

#### **OTHER LICENSES OR CERTIFICATIONS:**

- Valid Texas Driver license without restrictions which could prevent employee from performing duties and responsibilities.
- Lift Truck Training and Certification, or acquisition thereof within first 60 days of employment.
- Commercial licenses in certain facilities maintenance areas (i.e., electrical, HVAC, plumbing) desirable.

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- |  |                                      |
|--|--------------------------------------|
| • Typing/Data Entry                                | • Small hand Tools                   |
| • Computer software proficiency – Microsoft Office | • Hand Saws                          |
| • Operating equipment – office or otherwise        | • Power Tools                        |
| • Written and oral communication                   | • Torque Wrench                      |
| • Interpersonal and/or customer service skills     | • Drills                             |
| • Basic Math                                       | • Drill Press                        |
| • Light Van  | • Grinder                            |
| • Seat Belts                                       | • Air Impact Tools                   |
| • Shoulder Harnesses                               | • Welding Torch                      |
| • Safety Equipment                                 | • Lift Equipment Air Sprayer         |
| • Fire Extinguisher                                | • Attention to detail                |
| • Radio Communication Equipment                    | • Time management                    |
| • Cellular Phone                                   | • Organization                       |
| • Ladder   | • Federal Regulations and Directives |
| • Scaffold   | • Operational Systems and procedures |
|  | • Compliance Law                     |

All TVCC positions are security sensitive and require a criminal background check.



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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

#### RESPONSIBILITIES:

- Fulfill requirements of rotating on-call schedule as requested by Director of Building Services or other supervisory personnel.
- Repair or replace defective equipment parts using hand tools and power tools, and reassemble equipment.
- Perform routine preventive maintenance to ensure that equipment continues to function properly, building systems operate efficiently, and the physical state of buildings are maintained in an acceptable condition.
- Inspect drives, motors, and belts, check fluid levels, replace filters and perform other maintenance actions on building equipment and machinery.
- Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, and electrical and electronic testing devices.
- Assemble, install and/or repair wiring, electrical and electronic components, pipe systems and plumbing, machinery, and equipment.
- Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals and parts catalogs as necessary.
- Inspect, operate and test machinery and equipment in order to diagnose machine malfunctions.
- Clean and lubricate shafts, bearings, gears, and other parts of machinery.
- Dismantle devices to gain access to and remove defective parts, using hoists, cranes, hand tools and power tools.
- Plan and lay out repair work using diagrams, drawings, blueprints, maintenance manuals, and schematic diagrams.
- Request that orders be placed for parts, supplies, and equipment or obtain them from storerooms.
- Paint, repair and maintain buildings, walls, other structures, roofs, windows, doors, floors, woodwork, plaster, drywall and other parts of building structures.
- Operate lift equipment to perform maintenance repairs.
- Maintain and repair specialized equipment and machinery in classrooms and other campus buildings.
- Fabricate and repair counters, benches, walls, partitions, cases, and other structures such as sheds and outbuildings.
- Estimate repair and maintenance costs.
- Complete work-order procedure checklists in an accurate and timely manner.
- Manage paperwork associated with duties such as invoices, packing slips, work orders, project lists, etc. in an accurate and timely manner and in accordance with college policy and procedure.
- Provide building services support to Campus Building Services Managers, Campus Building Services Workers, and Provosts on satellite campuses as needed.
- Assist and provide backup for other Building Services department activities and staff as needed.
- Other duties as directed by the Director of Building Services or other appropriate supervisory personnel.

#### WORKING CONDITIONS:

##### TOOLS/EQUIPMENT USED:

- |                                     |               |
|-------------------------------------|---------------|
| • Standard office equipment         | • Copier      |
| • Personal computer and peripherals | • Light Van   |
| • Calculator                        | • Fax machine |
| • Multi-line phone system           |               |

#### PHYSICAL DEMANDS:

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- Requires: Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Finger dexterity, Grasping, Feeling, Talking, Hearing, Seeing, Repetitive Motions, Computer Work, Sedentary Work to Heavy Work
- Subject to: Very Heavy Work

#### MENTAL DEMANDS:

- Hazardous Physical Conditions: More than 50% of the time
- Atmospheric Conditions: More than 50% of the time
- Hazardous Materials: 25-50% of the time
- Extreme Temperatures: 25-50% of the time
- Inadequate Lighting: More than 50% of the time
- Work Space Restricts Movement: More than 50% of the time
- Environmental: 25-50% of the time
- Emotional control under stress 25% of the time
- Frequent interruptions more than 25% of the time

#### OTHER DEMANDS:

None

*The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 7/18/01*

*Revised: 10/11/2021*

<b>Classification:</b>	Staff	<b>Coordinating/Non-Coordinating:</b>	NC
<b>FLSA Status:</b>	Non-Exempt	<b>TVCC Job Code:</b>	1510
<b>DBM:</b>	A	<b>Travel Required:</b>	Less than 25% of the time
<b>IPDEDS/SOC CODE:</b>	49-9071	<b>Employment Status:</b>	Full-Time
<b>Salary Range:</b>	120	<b>Length:</b>	12 Months
<b>FUND:</b>	001	<b>TRS POS. CODE</b>	TRS 01

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