

BUILDING SERVICES TECHNICIAN

GENERAL STATEMENT:

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

OCCUPATIONAL GROUP:

Skilled Worker

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED

LICENSE OR CERTIFICATION:

- 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.

EXPERIENCE:

Three (3) years' experience in facilities and physical plant maintenance preferred. Prior experience with an educational institution desirable.

OTHER:

Current technical knowledge of physical plant operating equipment and systems. Basic computer skills including ability to use email, internet, navigate screen input and populate electronic forms. Ability to organize shop and storage areas, and maintain parts and supplies. Ability to apply time management skills with a focus on productivity. Ability to adapt to change in work direction and priorities easily, quickly and with a positive attitude. Ability to work in a team environment with a focus on customer service and safety, and willingness to proactively assist co-workers, students, faculty and staff.

DUTIES AND 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.

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- 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.

PHYSICAL REQUIREMENTS:

- Ability to lift, push, or pull seventy (70) pounds and carry this weight up stairs and for a distance of up to 100 feet.
- Ability to climb ladders and stairs, bend, stoop, or work in high places (e.g., rooftops and lift buckets).
- Ability to work outdoors in inclement weather.
- Ability to travel between campuses and to other local destinations as needed.
- Ability to effectively operate heavy machinery and power tools.
- May be required to work outside of regular hours including weekends and holidays.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also 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

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

Approved: 3/5/12

Revised: 1/28/15