Job Title: Maintenance Technician  
Job Code: 30518

**JOB SUMMARY**

The Maintenance Technician is responsible for performing skilled and semi-skilled work associated with the maintenance and repair of the college’s facilities and grounds.

**MAJOR DUTIES**

- Installs, maintains or repairs electrical systems and associated hardware;
- Installs, maintains repairs and renovates plumbing hardware;
- Assists with renovation projects as assigned;
- Assists with carpentry projects;
- Participates in the repair and maintenance of college equipment and vehicles;
- Participates in grounds maintenance activities, including installing and maintaining landscaping, applying herbicides and pesticides, and maintaining parking lots;
- Uses and maintains a variety of tools, materials and equipment;
- Maintains required records and logs;
- Maintains fire alarms, sprinkler and security systems;
- Coordinates the work of maintenance and custodial staff as directed by supervisor;
- Responds to emergency requests for repairs.

**COMPETENCIES**

- Knowledge of the tools, equipment, materials and practices of building and grounds maintenance
- Knowledge of safety policies and procedures
- Knowledge of plumbing, electrical and HVAC system maintenance and repair
- Skill in the operation of computers and job related software programs
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills
- Ability to lift, push and carry heavy items
- Ability to read, interpret and apply construction plans, specifications and blueprints

**MINIMUM QUALIFICATIONS**

- A high school degree or GED *and* One (1) year of experience in a skilled trade (electrical, carpentry, plumbing) or building maintenance

**PREFERRED QUALIFICATIONS**
Preferred qualifications may vary from location to location.