



JOB DESCRIPTION

JOB TITLE: Maintenance Specialist	FLSA: Non-Exempt
Department: Facilities	Revised Date: 5/19/2015
Security Sensitive: Yes	Grade: B-22
Reports To: Director of Facilities or Maintenance Foreperson	

Job Summary

Under the direct supervision of the Director of Facilities or Maintenance Foreperson, performs skilled work in mechanical, electrical, and plumbing, maintenance and in daily operation of HVAC and electrical system in central chilled water/boiler plant and campus.

Essential Functions

- Create and performs preventive maintenance programs;
- Performs preventive maintenance, repairs and/or replaces assigned HVAC equipment, including pneumatic and electronic;
- Diagnose, troubleshoot refrigeration and air conditioner equipment and make necessary repairs;
- Operates, diagnoses, analyzes and records findings on all HVAC equipment including boilers, chillers, pumps, motors, air handling units and cooling towers;
- Create, and edit control schedules for the campus HVAC system;
- Maintain key control system, inventory, cut, and receive keys for the campus;
- Inspects fire and smoke alarm systems regularly, making necessary minor adjustments and making recommendations for major adjustments to the supervisor;
- Diagnose, troubleshoot electrical failures and issues, make necessary repairs and or work with contractors to solve issues;
- Analyze future projects to assure all MEP has been captured for the project and report these finding to supervisor;
- Be knowledgeable in working with vendors to place orders for parts and equipment;
- Understand the protocol for ordering parts and equipment;
- Be able to compile information with concerns to deferred maintenance; (Age of equipment, numbers of break downs, annual cost to maintain)
- General knowledge of all commercial and residential MEP;
- Inspect jobsites to assure all MEP has been properly installed;
- Follows proper safety procedures;
- Monitors, implements and coordinates provisions of the College's emergency management plans;
- Reads and interprets data from charts, gauges, dials, blueprints, schematics, and technical manuals as needed when making adjustments, repairs or installations;
- May perform generator service and maintenance, including but not limited to: oil filters, electrical connections and hydraulic components;
- Must have mechanical knowledge of rotating equipment and be able to diagnose and repair equipment;

- Ensures the building is ready for staff and students in all areas of assigned responsibility to include: lights, general maintenance and HVAC; replacing lamps and ballasts as needed;
- Must be capable of performing general carpentry and drywall;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- High School diploma or GED preferred and previous maintenance and/or custodial experience;
- Ability to understand spoken and written instructions;
- Must be able to make judgment calls with regards to college funds and necessity.
- Requires regular, reliable and predictable work attendance;
- Ability to communicate well with general public;
- Ability to operate custodial and maintenance equipment;
- Ability to perform cleaning and light maintenance assignments with minimum supervision.

Work Environment

- Both inside climate controlled work as well as outside conditions;
- Ability to climb stairs, ladders and scaffolds, bend, stoop, push, pull, reach, kneel and the ability to lift up to 50 pounds;
- Ability to stand or walk for long periods of time;
- Must utilize safety equipment at all times.

Special Requirements

- Must be able to work evenings, weekends and holidays and make call outs;
- Must possess a current Texas driver’s license to include at minimum class (B) CDL to drive College vehicles;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date