



# MCDOWELL TECHNICAL COMMUNITY COLLEGE

## Job Description Form

Division/Department	Finance and Administration
Job Title	Maintenance Technician
Reports to	Coordinator of Maintenance and Custodial Services

Level/Grade	Type of position: Full-time Permanent    Full-time Temporary    X Part-time Temporary	
Revision Date    02/18/22		

### GENERAL RESPONSIBILITIES

This position requires multiple trade skills that will allow him/her to perform multiple maintenance tasks. He/she will be required to service and repair potable and waste water drainage systems, water heating systems, circulating loops and fixtures. He/she may service and repair HVAC systems and controls and perform electrical repairs to lighting, building wiring, conduit, and equipment. This position will repair commercial kitchen equipment and make minor repairs to buildings both interior and exterior. He/she will be expected to supervise the work of skilled, semi-skilled and unskilled labor to assist him/her in completing assigned tasks and provide support to other staff members performing trade skills during preventive maintenance or other duties assigned by the supervisor as deemed necessary.

### SPECIFIC RESPONSIBILITIES

Under the authority of the Vice President for Finance and Administration and with direct supervision from the Coordinator of Maintenance and Custodial Services, the Maintenance Technician is responsible for the following:

1. Assisting with maintenance and repairs as necessary for proper upkeep of buildings and grounds.
2. Assist with planting and care of grass as needed as well as pruning and trimming of shrubs, hedges, and trees as required for neat and well-kept appearance.
3. Assisting with snow removal when necessary.
4. Assisting with the security of building and grounds to include the opening and closing of facilities when necessary.
5. Recruiting and performance of other duties as assigned.

### QUALIFICATIONS

High school or General Educational Development diploma and two years of progressive experience in the assigned trade's areas; or an equivalent combination of education and experience. Necessary Special Qualification: May require current certification by the Environmental Protection Agency as a Type I, II, III or Universal Technician as required by Title 40, Code of Federal Regulations Part 82, Subpart F.