

Job Title: OPS Facilities Technician

Compensation: \$15.75 - \$15.75

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 2

**Position Summary:**

Incumbents perform semi-skilled labor in plumbing, painting, roofing, electrical, carpentry, masonry and/or framing on the Maintenance or Construction functions by assisting or taking direction from more experienced staff. Positions in both areas perform semi-skilled labor, track materials, and work with customers on timing of projects, or similar defined project details, such as setting up and taking down event sets; and assisting on maintenance or construction projects as directed.

Maintenance - Incumbents are responsible for maintaining assigned campus facilities. Responsibilities may include patching and painting interior and exterior surfaces; maintaining and repairing small-scale plumbing, electrical fixtures, drywall, windows, and doors; and maintaining records of time and materials used on projects.

Construction - Incumbents are responsible for performing assigned construction projects to build or repair College facilities. Responsibilities may include performing various skilled trades on construction sites; maintaining, and repairing plumbing, electrical fixtures, drywall, windows, and doors; and maintaining records of time and materials used on projects.

**Requirements:**

**Education:**

High School Diploma or equivalent (GED).

**Experience:**

One year related experience in area of responsibility.

*\* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

**Knowledge:**

- Applicable system maintenance, repair and installation principles and methods;

- Equipment operating and maintenance techniques;
- Construction and maintenance principles;
- Record keeping principles;
- Safety procedures;
- Computers and related software applications.

**Skills:**

- Building, repairing, and maintaining facility structures;
- Identifying and repairing unsafe equipment;
- Maintaining records and logs;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.
- Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, and extreme temperatures.

**Responsibilities:**

<b>These duties are a representative sample; position assignments may vary.</b>		<b>Potential Frequency</b>
1.	Repairs and maintains non-mechanical/electrical structures which includes replacing parts; repairing fixtures; moving and repairing furniture; and/or performing related duties.	Daily 40%

<b>These duties are a representative sample; position assignments may vary.</b>		<b>Potential Frequency</b>
2.	Performs minor repairs and upgrades to facilities which may include patching and painting interior and exterior surfaces; maintaining, and repairing plumbing, electrical fixtures, drywall, windows, and doors; and performing related duties.	Daily 30%
3.	Installs new equipment as necessary.	Weekly 10%
4.	Inspects systems, equipment, and/or structures for safety hazards and functionality.	Daily 10%
5.	Prepares and monitors logs and operational records.	Daily 10%
6.	Performs other duties of a similar nature or level.	As Required

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