



Job Description

Job Title: Facilities Maintenance Service Assistant

JTC: TN2

Salary Range: N02

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Performs a variety of semi-skilled repair and preventative maintenance work in one or more of the general building trades.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic maintenance functions, basic electric, painting and plumbing. Able to perform routine building maintenance duties, including painting, minor electrical repairs, plumbing, carpentry, and heating and ventilation systems maintenance. Ability to identify and use hand tools and machinery used in various trades or maintenance areas. Have skills and knowledge required in building cleaning and maintenance work.

Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others. Able to diagnose and troubleshoot issues. Able to clean buildings and rooms, and performing general maintenance and repair of the building, grounds, and equipment.

Demonstrated oral and written communication skills to interact with a wide range of individuals from diverse backgrounds. Able to work with and maintain relationships with clients, coworkers and vendors.

Ability to complete maintenance requests. Ability to read and interpret safety rules, operating and maintenance instructions, and other manuals and documents.

Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

High School Diploma plus one (1) year of experience *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in building trade areas as necessary. Performs semi-skilled maintenance in areas such as carpentry, electrical, plumbing, sheet metal, and painting. Maintain grounds and common areas to ensure they are operational, safe and clean for coworkers, students and clients.

Uses electric and acetylene welding equipment. Loads trucks with materials and equipment. Analyze and identify faults or problems in equipment and machinery and keep them in working order.

Assists coworkers with and handles various types of materials and equipment. Operates a variety of hand power tools and operates machinery. Sets-up furniture and equipment.

Cleans work area and/or shop upon completion of jobs and keeps record of work performed. Provides excellent customer service to clients. Examine machinery to ensure that it is functioning properly and to check for defects in components or parts.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.