



Job Description

Job Title: Facilities Maintenance Service Technician II

JTC: P34

Salary Range: N04

FLSA: 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

Responsible for repair and maintenance of assigned building location and provides support carrying out duties in various functional areas such as painting, carpentry, plumbing, and moving furniture, etc.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Advanced knowledge and experience in building maintenance, maintenance processes and methods. Experience and able to perform PVC and plumbing repairs, electrical, painting and drywall repair, etc. Knowledge of federal, state and local laws, codes and regulations related to areas of assignment. Understands and complies with company policies.

Experience solving problems is required to identify issues and select action plans. Ability to handle multiple projects simultaneously, adapting to changing work priorities with attention to detail. Knowledge and policies for safe storage, usage and disposal of hazardous materials.

Must have good people skills and work well in a diverse environment. Ability to read and interpret blueprints and electrical wiring diagrams. Ability to perform mathematical calculations in order to obtain appropriate area estimations.

Ability to exercise sound judgment when carrying out projects and/or tasks. Experience with material handling and construction, advanced knowledge of power tools, operating various measuring, diagnostic and testing instruments.

Ability to perform work under minimal supervision and exercise independent judgment. Must demonstrate strong communication and interpersonal skills and customer service oriented.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, dig, haul, pull, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree and three (3) years of work-related experience. Must have valid driver's license for off-site travel. May be required to work hours other than 8:00 a.m. to 5:00 p.m. Monday through Friday. Official transcripts and/or certifications are required.*** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform a wide variety of building maintenance and repairs completing work orders on time and ensures the safety of students, faculty, staff when completing work orders. Ensure compliance to health and safety regulations, policies and established work practices.

Perform various tasks as assigned, such as carpentry, plumbing, light electrical work, drywall repair, moving furniture and minor door hardware installation, such as lock set or door closure installation. Orders inventory supplies, parts, equipment and other related items.

Maintains a positive working relationship with others, both internally and externally, to achieve the goals of the organization. Provides leadership and guidance with other staff members completing projects to ensure deadlines are met and projects are completed within budget allocations.

Responsible for inspection of the buildings noting repairs, replacement or service maintenance to the building. When performing repairs and installation reads blueprints, schematics, and technical manuals sometimes asking questions for clarity.

Maintains plumbing functions to include installation, repair and unclogging drains, etc. Perform water analysis and chemical treatment. Responsible for painting functions and various tasks such as carpentry and additional duties. Responsible for the maintenance of Material Safety Data Sheet (MSDS) recording all hazardous materials. May provide backup assistance for other areas in the absence of the manager.

Performs other 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.