

# **Roanoke Higher Education Center**

## **Position Description**

Job Title:       **Maintenance Technician (Part-Time)**  
Date:            November 2018  
FLSA Status:    Non-Exempt  
Department:    Facility Services  
Reports To:     Director of Facility Services

### **SUMMARY**

This position is responsible for assisting in the day-to-day maintenance operations of the building.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Perform HVAC repairs as needed. Perform preventative maintenance services such as changing motors, filters, belts, and lubricating motor bearings.
- Plumbing duties to include inspecting, trouble shooting, clearing of drains and replacing / repairing fixtures, sinks, water closets, and urinals.
- Electrical duties include repair and troubleshooting problems including light fixtures, ballasts, receptacles, switches, motors, and other electrical equipment. Voltages will vary from 12 VDC to 480 3 phase.
- Provides Janitorial services involving sweeping, mopping, cleaning and other services as required.
- Significant Painting and Drywall repair as required or scheduled.
- Landscaping responsibilities include mowing, trimming, blowing, and weeding of RHEC and the Claude Moore complex grass areas. Power washing hard surface areas as required.
- Shovels and treats snow and ice as necessary.
- Set up & tear down daily events to include moving tables, chairs, setting up A/V needs and having customer requested items in the room, such as a flipchart, boxes, etc.
- Works as a “Team Player” to expand educational opportunities in the Roanoke region through collaboration, servant leadership and financial efficiency.
- Maintains a safe and secure work environment through knowledge and application of building security, safety rules, and procedures.
- Works effectively with all co-workers, students, members, and other customers by showing respect for individual diversity.
- Replaces carpet and tile as necessary.
- Interacts effectively with all contractors.
- Other duties may be assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **JOB KNOWLEDGE, SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Trade skills in electrical, mechanical, plumbing, carpentry, welding, and janitorial fields.
- Strong customer service skills.
- Ability to effectively interact with students, faculty, staff, and other patrons.
- Ability to work independently with limited supervision.
- Have Basic Computer Knowledge and willingness to learn other applications as needed.

## **EDUCATION AND/ OR EXPERIENCE**

- High School Diploma or GED required
- 3-5 years of experience in all aspects of building maintenance required.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **PHYSICAL DEMANDS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee must be able to communicate effectively verbally and in writing; the employee is required to sit, stand, walk, stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is often exposed to moving mechanical parts. The noise level in the work environment is usually moderate and occasionally high. Frequent exposure to outside temperature extremes. Proper personal protection equipment is to be worn when encountering these conditions.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Approved by Kay Dunkley, Ed. D.

**ACKNOWLEDGEMENT**

My signature below acknowledges that I have reviewed and discussed with my supervisor the duties and responsibilities outlined in this document. I further acknowledge that these duties and responsibilities will be used as a basis upon which my work performance will be evaluated.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Employee's Name (Please Print)