

Roanoke Higher Education Center Position Description

Job Title: **Senior Maintenance Technician**
Date: February 2019
FLSA Status: Non-Exempt
Department: Facility Services
Reports To: Director of Facility Services

SUMMARY

The Senior Maintenance Technician responsible for assisting with the day-to-day maintenance operations of the Roanoke Higher Education Center building, the Claude Moore Education Center and the surrounding areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Ensures the appearance of both the interior and exterior of RHEC buildings is maintained and kept in a safe and visually pleasing condition by making needed repairs as necessary or by submitting Work Orders for painting, cleaning, repairing, or replacing item(s).
- Responsible for oversight and administration of key system, including making keys and maintaining associated database.
- Responsible for administering surplus property program according to Authority and State Policy and Procedure.
- Assists in maintaining Access Control System and Building Alarm System
- Performs electrical duties including repair and troubleshooting problems with light fixtures, ballasts, receptacles, switches, motors, and other electrical equipment. Voltages will vary from 12V DC to 480V/3 power.
- Replaces carpet and tile as necessary
- Performs preventative maintenance services such as changing motors, filters, belts, and lubricating motor bearings on a regular basis.
- Performs plumbing services, when required, to include trouble shooting, repairing / replacing fixtures, urinals, water closets, and sinks.
- Ensures elevators are maintained through annual inspections and repairs recommended by the contractor.
- Ensures generator is maintained through annual inspections and repairs recommended by the contractor.
- Ensures fire alarm system is maintained, including the fire pump, pull stations, remote annunciators, and sprinkler systems through annual inspections and repairs recommended by contractor.
- Performs painting and drywall repair as required or as scheduled.
- Assists with room set ups according to customer reservations.
- Shovels and treats snow and ice as necessary.
- Works closely with security to make sure safety hazards are addressed.
- 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. This same knowledge will be shared and documented with Facilities staff to ensure continuing operations. Maintaining a clear office area of supplies and tools not used for daily maintenance is a priority.
- Works effectively with all co-workers, students, members, and other customers by showing respect for individual diversity.
- Works effectively with all contractors.
- Performs other duties as assigned by Director of Facility Services.

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.

- Must be knowledgeable of building trades, security procedures, janitorial services, procurement procedures, and record keeping.
- Must have good command of the English language, both orally and in writing.
- Effective interaction with students, faculty, staff, and other patrons.
- Strong customer service skills.
- Ability to work independently with limited supervision.
- Must have outstanding accuracy and attention to detail.
- Ability to work flexible hours, including weekends and evenings.

EDUCATION AND/ OR EXPERIENCE

- High School Diploma or GED required.
- At least 3 years of experience in building maintenance required.
- Electrical, plumbing, or HVAC license issued by DPOR preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance, Schematics, Blue prints, 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 frequently is required to sit; use hands and fingers to handle, feel and touch; must be able to communicate effectively. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or 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)