



Building Technician – Part-Time

Department: Physical Plant

FLSA Status: Non-Exempt

Grade/Level: N/A

Work Schedule: M-F; up to 5 hours per day.;
evenings and weekends as schedule/events dictate;
12 months.

Job Status: .625 FTE

Reports To: Director of Physical Plant

Amount of Travel Required: None

Positions Supervised: None

POSITION SUMMARY:

Under limited supervision, provides general carpentry, electrical, and plumbing services for the improvement, replacement, and or maintenance of college facilities and college-owned real estate.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more “major life activities” to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s)

- Connects wires to circuit breakers, transformers, or other components;
- Assists in installation of conduit and wire raceways;
- Strips insulation from wire ends, using wire stripping pliers, and attach wires to terminals for subsequent soldering;
- Shapes or cut materials to specified measurements, using hand tools, machines, or power saws
- Installs structures or fixtures, such as windows, frames, floorings, trim, or hardware, using carpenters' hand or power tools;
- Builds or repair cabinets, doors, frameworks, floors, or other wooden fixtures used in buildings, using woodworking machines, carpenter's hand tools, or power tools;
- Assembles and fasten materials to make frameworks or props, using hand tools and wood screws, nails, dowel pins, or glue;
- Removes damaged or defective parts or sections of structures and repair or replace, using hand tools;
- Assembles and fastens material together to construct wood or metal framework of structure, using bolts, nails, or screws;
- Installs rough door and window frames, subflooring, fixtures, or temporary supports in structures undergoing construction or repair;
- Assembles pipe sections, tubing, or fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, or soldering, brazing, or welding equipment;
- Installs pipe assemblies, fittings, valves, for installation of appliances such as dishwashers or water heaters, or fixtures such as sinks or toilets ;
- Maintains or repairs plumbing by replacing defective washers, replacing or mending broken pipes.

Other Job Function Statement(s)

- Inspects ceiling or floor tile, wall coverings, siding, glass, or woodwork to detect broken or damaged structures;
- Other duties as assigned.

POSITION QUALIFICATIONS: (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

Minimum: High school diploma or equivalent. One year related experience.

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) N/A

SKILLS (The **application of knowledge** by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must:

- operate and perform routine maintenance equipment;
- measure and mark cutting lines on materials, using a ruler, pencil, chalk, and marking gauge;
- verify trueness of structure, using plumb bob and level;
- bore boltholes in timber, masonry or concrete walls, using power drill;
- drill holes and pull or push wiring through openings, using hand and power tools;
- cut or saw boards, timbers, or plywood to required size, using handsaw, power saw, or woodworking machine;
- measure, cut, thread, or bend pipe to required angle, using hand or power tools or machines such as pipe cutters, pipe-threading machines, or pipe-bending machines.

ABILITIES (*Natural talents, developed proficiencies, and or other job-related requirements.* This section includes **observable behaviors or behaviors that produce observable** results necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must have the ability to:

- work evenings, weekends and/or overtime as required;
- follow instructions and/or guidelines;
- obtain and maintain valid driver's license;
- work independently or with limited supervision;
- troubleshoot and repair basic electrical system problems (light switches, wall receptacles, contact starters);
- use a variety of power tools or test equipment (volt /ohm meters, amp meters, drills, saws, screw drivers, open box end wrenches etc.);
- follow established safety rules and regulations for each trade;
- maintain a safe and clean environment at all times;
- maintain tools, vehicles, and equipment in proper operating condition;
- apply safe work practices to include the utilization of equipment, tools and or chemicals;
- work independently with little supervision;
- model high standards of honesty, integrity, trust, and ethical behavior.
- maintain regular and consistent attendance;

- use cognitive skills to: solve problems, pay attention to detail; develop, plan, and implement short- and long-range goals; communicate effectively, to include conveying thoughts clearly and concisely, listening well, and asking appropriate questions as needed.

BEHAVIORS (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to fully meet job expectations of the essential functions. and are formally reviewed during the annual performance evaluation process.)

To fully meet job expectations, the following must be demonstrated:

- Productivity - Completes all assignments on a timely basis.
- Accuracy - Ability to perform work accurately and thoroughly.
- Teamwork - Willingness and ability to work with others.
- Service Orientation - Exhibits a 'customer friendly' demeanor with internal and external customers.
- Attendance - Misses few days of work.
- Punctuality - Arrives on time.

PHYSICAL REQUIREMENTS: The following represent the physical requirements of the essential job functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and occasional unassisted lifting (up to 50 pounds) associated with the job duties is required.

WORK ENVIRONMENT: Operate potentially hazardous equipment. Occasionally exposed to fumes or airborne particles. Occasionally exposed to work in high, precarious places and toxic or caustic chemicals. The noise level in the work environment is usually loud. Work from ladders, scaffolds, or roofs.

Disclaimer: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____