NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

LEAD MAINTENANCE TECHNICIAN

Department: Plant Services  
Job Status: Full Time
FLSA Status: Non-exempt  
Reports To: Director/Plant Services
Grade/Level: Classified/Maintenance  
Amount of Travel Required: As needed
Work Schedule:  
Positions Supervised:
Monday - Thursday 7:30AM – 4:30PM  
Positions Supervised:  
Friday 7:30AM – 1:30PM  
Or as assigned by the supervisor

GENERAL STATEMENT OF DUTIES:

Under general supervision of the Director of Plant Services, the Lead Maintenance Technician is responsible for maintaining the college physical plant which will include assigning daily work orders and providing a high level of knowledge and workmanship in all college trades. He will assist all maintenance personnel with their duties when his knowledge is warranted.

MAJOR RESPONSIBILITIES:

1. Works with various kind of electrical and plumbing equipment common to the electrical and plumbing trades.
2. Repairs and maintains various types of existing electrical and plumbing installations.
3. Installs new wiring and components requiring electrical hook up. Alters or modifies components requiring electrical power.
4. Installs new plumbing and plumbing fixtures as required.
5. Assists in room setup for special college events.
6. Moves office and classroom furniture as needed.
7. Assists outside contractors with technical knowledge on specialized projects.
8. Assists the grounds department when needed.
9. Assists in keeping shop and work area clean.
10. Performs related duties as assigned.

POSITION CHARACTERISTICS:

1. Must be familiar with, and experienced in the use of tools common to the electrical and plumbing trades.
2. Total understanding of electrical theory.
3. Familiar with and understanding of high voltage, commercial applications.
MINIMUM QUALIFICATIONS:

1. Physically unimpaired in anyway.
2. Ability to lift 100 lbs.
3. Must be extremely alert to sights and sounds.

4. High school diploma or G.E.D. required.
5. Must have minimum of two years’ experience in electrical, plumbing, construction & HVAC.
6. Must have good mechanical aptitude.

Signatures:

__________________________________________________________  ______________________
Lead Maintenance Technician                               Date

__________________________________________________________  ______________________
Director of Plant Services                                  Date

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Vice President for Administrative Services                  Date

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President                                                   Date