GENERAL STATEMENT OF DUTIES:

Under general supervision of the Director of Plant Services, the Maintenance/Repair employee is responsible for assistance in maintaining the college physical plant.

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 the Crafts Technician on projects where assistance is required.
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. One year’s experience in electrical and/or plumbing trades
6. Must have good mechanical aptitude.

Signatures:

__________________________________________  ____________________________  
Maintenance/Repair Technician  Date  

__________________________________________  ____________________________  
Director of Plant Services  Date  

__________________________________________  ____________________________  
Vice President for Administrative Services  Date  

__________________________________________  ____________________________  
President  Date