

## **JOB DESCRIPTION**

**TITLE:** Maintenance Technician 3    **DEPARTMENT:** Physical Plant  
**REPORTS TO:** Physical Plant Manager    **GRADE:** 7    **DATE:** March 2003

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### **JOB SUMMARY:**

The Maintenance Technician 3 must be able to perform maintenance in most trades and demonstrate special skill in two or three (2-3) trades. This is a senior journeyman position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**(Please note: other duties may be assigned as necessary.)**

- Must be able to work alone.
- Performs skilled maintenance duties (i.e. skilled in drywall, walls, skilled in carpentry, skilled in plumbing, skilled in electrical repair, skilled in appliance repair, skilled in telephony/low voltage).
- Performs painting and refurbishing projects as directed by the department head.
- Performs skilled preventative maintenance as directed by the department head.
- Performs skilled building and equipment repairs.
- Maintains all tools, equipment and supplies in proper condition.
- Prioritizes all work in the order set by the Department Head.
- Participates in all drills and in-service meetings, when assigned.
- Participates in emergency drills and acts as a member of the Emergency Response Team.
- Must be willing to teach others.
- Performs any other relative, relevant duties as assigned.
- Works as a member of a team.
- Gets along with co-workers.
- Contributes to positive, healthy and safe work environment.
- Accepts change in a positive manner.
- Functions under intense time pressure.

- Participates in the 24-hour on-call program to include occasional weekend and night work.

**SPECIALIZED TRAINING AREAS** (In addition to the above work):

- **Telephone Repair Technician** (See Appendix A)
- **HVAC** (See Appendix B)
- **Locksmith** (See Appendix C)
- **Refurbishment** (See Appendix D)
- **Information Systems Technician** (See Appendix E)
- **Electrician** (See Appendix F)
- **Low Voltage/Telephony** (See Appendix G)

**EQUIPMENT USED:** Intermediate knowledge of computers, gasoline and electric golf carts, two-way radio, and other equipment as required.

**QUALIFICATION REQUIREMENTS:** 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.

**EDUCATION and/or EXPERIENCE:** This is a journey-level position requiring four (4) to six (6) years experience in commercial maintenance, within specialized areas noted above. High school diploma or equivalent required. Intermediate experience in the various trades required. Must have the ability to read and understand blueprints. **Must possess a valid California driver's license.**

**LANGUAGE SKILLS:** Must be able to read, write and communicate effectively in English.

**MATHEMATICAL SKILLS:** Intermediate to advanced mathematical skills required

**REASONING ABILITY:** Must be able to diagnose and solve problems.

**OTHER SKILLS AND ABILITIES:** Able to follow instructions whether verbal or written precisely and complete assignments in a timely manner. Carries out duties in the order of delegated priority. Communicates ideas and suggestions to create both quality and cost containment. Possesses excellent interpersonal skills. Able to think quickly and act appropriately in emergency situations.

Must be able to work alone most of the time without direct supervision...however, it is also important to develop positive and helpful working relationships with peers in the Physical Plant Department and employees in other departments.

Must have ability to work with hand tools.

**PHYSICAL DEMANDS:**

Light to heavy physical demands. Standing, walking, climbing stairs, kneeling, grasping items, pushing, pulling and talking. Ability to lift 50 pounds without assistance. Normal vision and hearing required.

**WORK ENVIRONMENT:**

Able to work indoors / outdoors in year-round weather conditions. Must be able to cope with moderate to loud noise levels.

**NUMBER OF PEOPLE SUPERVISED:** None

I, \_\_\_\_\_ have read and understand the foregoing job  
(Please print name)

description and agree to adhere to its contents with best of my abilities and efforts.

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