



DATE ISSUED: 10/08
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

Facilities Technician (2pm to 10pm Shift)

JOB SUMMARY

Performs work involving millwork, carpentry, electrical, plumbing, HVAC, and mechanical crafts. Evaluates, diagnoses, and troubleshoots buildings, systems, and equipment as assigned. Responsible for identifying materials and equipment needed for work to be accomplished and maintaining record of such expended on assignments. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor, Building Maintenance or Assistant Supervisor, Building Maintenance

Supervises: No supervisory responsibilities

PRIMARY DUTIES - May include, but not limited to the following:

Evaluates work order to determine scope and work procedures necessary to perform job.
Identifies standard tools, equipment, materials, methods, and practices used in multiple building maintenance crafts.
Leads in the installation, maintenance, and repair of designated campus building systems.
Maintains record of materials and labor expended on each assignment.
Offers assistance to or guide other technicians assisting in assignments.

ADDITIONAL DUTIES

Assists other craft personnel as assigned.
Makes recommendation to Central Plant for call-out to be made when assignment requires more than one craft or technician.
Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

Four years of general maintenance experience including carpentry, electrical, painting and/or plumbing duties. Job-related vocational training or other education may substitute for the required experience on a year-for-year basis.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Thorough knowledge of and skill in use of standard tools, equipment, materials, methods, and practices in multiple building maintenance crafts.

Thorough knowledge of the hazards and safety precautions related to multiple building maintenance crafts.

Ability to use basic shop math applications.

Ability to read, interpret, and work from rough sketches, blueprints, and drawings.

Ability to locate and identify troubles in appropriate building systems or equipment and to plan and perform necessary repairs.

Ability to operate or use respirators, breathing machines, eye shields and related safety equipment.

Ability to work in the following conditions: heat, cold, heights, temperature swings, outdoors, indoors, trenches, or around the following conditions: mechanical, electrical, explosive, fume/odor, dust/mites, toxic waste, chemical hazards and noise.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to establish and maintain effective working relationships.

Ability to understand and follow simple written and oral instructions.

Ability to respond to emergency situations in a timely manner.

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 occasionally required to stand; clean; crawl; kneel; sit; sort; hold; squat; stoop; stand; twist the body; walk; and write walk; sit; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; climb stairs or ladders and scaffolding; talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. While performing the duties of this position, the employee may be required to travel. Exposed to any number of elements but with none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and/or waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.