

# Job Description

Position Title: Maintenance Technician 2, General

Job Group: Facilities

Job Level Group: Support Intermediate

FLSA Status: Non-Exempt

## Position Summary:

The Maintenance Technician 2, General responds to work orders for the repair of College buildings, equipment, and facilities. Performs a variety of mechanical maintenance duties on a daily basis. Performs various skilled trades and journey-level duties related to the maintenance and repair of commercial facilities. Runs diagnostic tests and repairs boilers, chillers, HVAC-R, airflow, electrical equipment, pipe fitting, and plumbing.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Monitors central plant equipment using building management systems. Troubleshoots and repairs mechanical and electrical equipment. Performs daily inspections to ensure equipment is operating efficiently.
2. Works with various vendors and contractors to establish and meet Organizational, Safety, and Health Administration (OSHA) and Arizona Department of Occupational Safety and Health standards and criteria.
3. Operates, maintains, and cleans equipment associated with assigned areas of responsibility including wheeled vehicles. Inspects and services facilities and systems on a periodic schedule.
4. Makes skilled trade and journey-level repairs or installations depending on area of assignment and expertise.
5. Completes preventative maintenance checks and services on all college equipment. Inspects and repairs energy management control systems, chillers, boilers, water heaters, air handlers, fan coils, airflow ducts, belts, pulleys, filters, valves, electrical equipment, hot and cold calls, and all operational controls.
6. Installs and repairs irrigation and troubleshoots irrigation system.
7. Coordinates quarterly, bi-annual, and annual inspections at all PCC properties; participates in complex inspection, maintenance, repairs, and support service of environmental, fire, safety, and health and safety equipment and systems.
8. Submits timesheets, expense reports, work orders. Orders necessary materials and supplies to complete all tasks. Performs data entry for computerized maintenance management system as required.
9. Oversees inventory of supplies, equipment and other materials needed for the daily operations to ensure adequate stock and functionality are maintained.

10. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of skilled trades expertise required to complete assigned responsibilities for the position
2. Skill in effective communication (both written and oral)
3. Skill in performing a variety of duties, often changing from one task to another of a different nature
4. Skill in groundskeeping and landscape maintenance
5. Skill in electrical maintenance
6. Skill in HVAC maintenance
7. Skill in plumbing maintenance
8. Skill in construction projects
9. Ability to adapt and maintain professional composure in emergent and crisis situations
10. Ability to operate relevant equipment required to complete assigned responsibilities for the position

### **Supervision:**

- Not responsible for supervising the work of others.

### **Independence of Action:**

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures and may set priorities and organize work within general guidelines established by supervisor/manager.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

### **Minimum Qualifications:**

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.
- Vocational or technical training in a skilled trade preferred.

- One (1) to three (3) years of related experience with equipment maintenance required.
- Three (3) to five (5) years of related experience with equipment maintenance preferred.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, crawl, climb, balance, reach, and twist; to lift, carry, push, and/or pull moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- On call rotation duties
- Some evening or weekend work duties