

Position: Maintenance Technician  
Department: Facilities & Grounds  
Supervisor: Maintenance Technician Leader  
Supervises: No one  
FLSA Status: Non-Exempt

**Position Summary:**

Under general supervision of the Maintenance Technician Leader, performs unskilled to skilled tasks in one or more of the various trades.

**Duties and Responsibilities:**

- Erects, maintains and repairs various types of buildings, frames, fences and other structures; alter, repairs and maintains doors, floor, windows, screens and miscellaneous wooden fixtures; fits and glazes glass in windows and doors; and maintains and repairs various types of roofs.
- Installs, maintains and repairs plumbing fixtures, water, sewage, gas air and steam lines, bends, cuts, reams, and threads pipe, installs, maintains, and repairs wiring, power appliances, light fixtures, and other electrical items.
- Constructs and maintains concrete and other foundations for buildings, machinery, and equipment, mixes mortar and lays brick, concrete block, and stone; contracts forms; and finished concrete.
- Prepares old and new surfaces for finishing or refinishing.
- Operates trucks, tractors, and other motorized vehicles in the performance of assigned duties; performs minor maintenance on motorized vehicles; and operates agricultural equipment.
- Cleans and maintains tools and equipment.
- Performs custodial services as needed. Other duties for example, may include replaces light bulbs; collects and disposes of trash and garbage; and moves equipment and furniture.
- Performs other duties as assigned/ requested by supervisor.

**Knowledge, Skills, and Abilities:**

- General knowledge of the tools, equipment, materials and methods utilized in the building trades; and of the hazards and safety precautions of the building trades.
- Skill in following oral and written instructions; and in performing building maintenance and repairs.
- Must possess class "D" Drivers License and be insurable.

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Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_