



JOB DESCRIPTION – MAINTENANCE TECH, SENIOR

FLSA STATUS: NON-EXEMPT

PAY RANGE: 11

NATURE OF WORK

Responsibility for performing basic to semi-skilled building and grounds maintenance duties. Work is performed under the general direction of the Maintenance Supervisor or other supervisory personnel.

ESSENTIAL FUNCTIONS OF WORK (May not include all duties performed)

- Maintains, troubleshoots, repairs and cleans heating equipment.
- Performs minor plumbing repairs to ensure proper and efficient utilities operations.
- Maintains or repairs lighting fixtures, switches and outlets to ensure safe and efficient electrical operations.
- Maintains or repairs common building components such as doors, door locks, windows, flooring, cabinets, etc.
- Mows grass and spreads grass seed; trims and waters trees and shrubs; removes snow from building entrances, sidewalks and parking lots.
- May assist with determining, ordering and receiving materials and supplies to complete specific work orders.
- Provides some work direction to less experienced maintenance workers to ensure the appropriate building and grounds techniques are being utilized.
- Provides routine repair and maintenance of facilities and grounds.
- Completes all required items on any workorders assigned, documents labor and materials used and promptly turns in for workorder completion in computer system.
- Conducts utility meter readings, general deliveries or other routine maintenance tasks as assigned by Management.

REQUIREMENTS OF WORK

- Substantial knowledge of the methods, materials and equipment used in building and grounds maintenance.
- Working knowledge of the principles and practices of plumbing, carpentry, heating and electrical repairs.
- Ability to perform accurate materials and supplies estimates on work orders and projects.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and the general public.

CORE COMPETENCIES

- Communication Skills
- Thoroughness
- Independent Work Skills
- Time Management
- Ethical

SUPERVISORY RESPONSIBILITY

This position does not supervise staff but provides work direction to less experienced maintenance workers.

WORK ENVIRONMENT

Work is performed in a variety of indoor and outdoor environments including tight spaces, on roof tops, dusty, damp, and on ladders. Employee may be exposed to undesirable conditions such as unsanitary living conditions, extreme cold and heat, snow, wind and rain.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, walk, sit, bend, twist, reach, ride and perform similar body movements. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move over 50 pounds. When lifting more than 50 pounds employees are encouraged to use a team lift. The possession of hand/eye coordination sufficient to operate a personal computer, office equipment and a motor vehicle; the ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.

EXPECTED HOURS OF WORK

The work schedule is a 40-hour work week, Sunday through Saturday. Work is typically performed Monday through Friday. This position is on call every fourth week for seven days, 24 hours/day and must be able to respond to emergency calls at all sites within 15 minutes. This position is a non-exempt and eligible for overtime. Any overtime must be authorized prior to working.

TRAVEL

Travel is primarily local during the business day. Occasional travel may be required to attend off-site training and educational opportunities.

EDUCATION AND EXPERIENCE

- High School diploma or equivalent.
- Three years of experience in building construction, maintenance and grounds keeping.

NECESSARY SPECIAL QUALIFICATIONS

Candidate must possess or have the ability to obtain valid Montana driver's license.

EEO STATEMENT

The Equal Employment Opportunity is to provide a fair and equal employment opportunity to all persons regardless of race, color, religion, sex, political belief, national origin, age, physical or mental ability, marital status or other characteristic protected by law.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for the job. Management may change the duties, responsibilities and activities at any time, with or without notice.

SIGNATURES

This job description has been approved by all levels of management:

Supervisor: _____ Date: _____

Department Head: _____ Date: _____

HR: _____ Date: _____

Employee's signature below acknowledges he/she has read and understands the requirements, essential functions and duties of the position.

Signature: _____ Date: _____

Printed Name: _____