

Miles Community College
Maintenance Technician

Department: Physical Plant

FLSA Status: Non-Exempt

Position Supervises: Part-time help assigned to assist with maintenance projects.

Job Status: Full Time

Reports To: Facilities Manager

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Perform routine and non-routine maintenance and repairs on all campus buildings and equipment.
- Maintain and service all HVAC system equipment on campus to include boilers, furnaces, chillers, air conditioners, air driers, air compressors, hot water circulating pumps/motors, refrigeration, ventilation/exhaust units. (Service defined as including but not limited to-lubricate, filter cleaning/changing, adjusting.)
- Maintain and service all domestic water heaters on campus.
- Maintain a comfortable ambient temperature throughout all of the campus buildings to include the Main Building, Vo-tech, Centra, Smith Center, Residence Halls and Commons, Workforce Readiness Center and Ag Advancement Center.
- Maintain and service all campus lighting to include photocells and time clocks.
- Maintain and service all campus fire alarm systems and safety systems to include fire alarms, fire extinguishers, sprinkler systems, eyewash equipment, and records pertaining to such.
- Maintain in a safe and good working order all college vehicles to include cars, trucks, and buses.
- Maintain in a safe and good working order all grounds keeping equipment to include tractors, mowers, trimmers, edgers, and various hand tools.
- Maintain and service the campus underground sprinkler system to include lines, sprinkler heads, pipes, and timers. Special attention is to be made to winterizing and spring startup.
- Perform all snow removal and safety measures that are not under contract for removal to include all sidewalks, walkways, driveways, doorways and any other campus areas where needed and when needed.
- Perform minor remodeling and construction projects to campus buildings.
- Open buildings and classrooms each morning in preparation for classes and normal school business.
- Report all maintenance and repair activities to Facilities Manager for proper record keeping and verification.
- Keep all boiler rooms, mechanical rooms, maintenance workshops, and storage rooms clean, organized and in compliance with State and OSHA regulations.
- Perform custodial duties as needed.
- Complete any additional tasks as delegated by the Facilities Manager, Vice President of Administrative Services & HR, and the College President.

POSITION QUALIFICATIONS

Competency Statement(s)

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time.
- Business Acumen - Understands basic business practices.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.

- Inclusion - Provides an environment that is inclusive of all students and supports underrepresented students.
- Assessment - Assesses annual performance and works closely with the institutional research and enrollment management team.

SKILLS & ABILITIES

Education: High School Diploma, General Education Degree (GED), or appropriate work experience.

Experience: Minimum of 3 years demonstrated maintenance and repair experience to include painting, plumbing, carpentry, electrical, and knowledge of heating and cooling systems. Experienced in operating a variety of equipment, including snow blowers, lawn mowers, and small hand tools. Working knowledge of tools, common appliances, and devices. Written and verbal communication skills.

Other Requirements

Be able to withstand long periods of standing on floors, stairs, ladders, and scaffolding. Physically capable of lifting 50 pounds. Possess personal skills that will ensure good public relations with the users of the College facilities. Must possess or be able to acquire within 30 days a Montana Boiler Operators License.

REVIEWED BY (SUPERVISOR SIGNATURE) _____ **DATE** _____

REVIEWED BY (EMPLOYEE SIGNATURE) _____ **DATE** _____

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.