DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: General Maintenance Technician

DEPARTMENT: Facilities Services

DATE: June 1, 2013

SUPERVISOR: Associate Director of Facilities Operations

SCHEDULE: Regular, Full-time, 12 mo.

FLSA: Non-exempt

IPEDS: 49

JOB FUNCTION:

Supports Facilities Services by performing various maintenance functions; such as HVAC, electrical, carpentry, plumbing and miscellaneous duties as assigned. Performs routine and emergency situations with minimal supervision and follows established, standard practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, or responsibility requirements. Employees may be required to perform other job related instructions as requested by the supervisor, subject to reasonable accommodation.

- **Percentage of Time**
- **Frequency**
- **Description**

| 1. | 80% | Daily | Under the direction of an assigned supervisor, perform general repair and maintenance on structures, facilities and equipment. Perform preventive maintenance on structures, facilities and equipment according to established schedules. Perform routine installations and repairs and systems maintenance duties in assistance to skilled maintenance personnel in projects involving specialized trades to include electrical, plumbing, flooring, roofing, drywall, HVAC, carpentry and masonry. |
| 2. | 5%  | As Needed | Respond to emergency request to perform routine repairs and adjustments to buildings and facilities. |
| 3. | 5%  | As Needed | Install shelving and bulletin boards; repair desk, chairs, and other furniture and equipment. |
| 4. | 5%  | As Needed | Maintain routine records and logs related to maintenance and repair activities. |
| 5. | 5%  | As Needed | Perform related duties as assigned. |

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High school diploma or equivalent and five years of related experience or equivalent combination of education and experience. License/certification in electrical/HVAC/mechanics or welding preferred.
2. Ability to drive vehicle on campus. Must have valid MO driver’s license and acceptable driving record.
3. This position is included in the emergency and on call process. Must be able to provide a valid cell phone number or contact number where employee can be reached in the event of a campus emergency.
4. Ability to operate a forklift and use equipment, machines, and tools for general maintenance and repair work.
5. Knowledge of electricity and the ability to connect and disconnect wire equipment.
6. Knowledge of gas and the ability to connect and disconnect pipe equipment.
7. Knowledge of water and the ability to connect and disconnect pipe equipment.
8. Knowledge of welder and torch and the ability to join steel, copper pipe.
9. Knowledge of small hand tools and the ability to assemble and disassemble equipment.
10. Knowledge of volt gauge and amp probe and the ability to read electric current.
11. Knowledge of manifold gauge and the ability to measure coolant.
12. Knowledge of drill, motor and grinder and the ability to fabricate parts.
13. Ability to be alert and coordinated in order to think and react quickly.
14. Ability to read equipment labels and mixing directions.
15. Ability to identify colors in order to identify wire equipment and test chemicals.
16. Ability to prepare written logs and order parts.
17. Knowledge of math and the ability to calculate mixtures.
18. Knowledge and understanding of mechanics of lock systems.

PHYSICAL REQUIREMENTS:

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential function 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 frequently required to walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand; use
hands to finger, handle, or feel; and talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision.

**WORK CONDITIONS:**
The work environment characteristics described here are representative of those and employee encounters while performing 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 regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually loud.

**SUPERVISORY RESPONSIBILITIES:**
None.

HR APPROVED 4-26-13