

POSITION JOB DESCRIPTION

POSITION TITLE:GENERAL REPAIRMAN.....

DEPARTMENT:PHYSICAL PLANT.....

PERSONNEL GROUP:Classified.....

POSITION GRADE: 12

POSITION STEP: 0-3

EMPLOYEE NAME: _____

POSITION REPORTS TO: Buildings Manager.....

REVISION APPROVED BY: _____

(Minimum approval level: Departmental Supervisor and Above)

REVISION/APPROVAL DATE: _____

EDUCATIONAL REQUIREMENTS:

Must have a High School Diploma or GED; must have the ability to read, write, and follow written and oral instructions in English/Spanish.

BASIC FUNCTION AND RESPONSIBILITY:

The General Repairman is directly responsible to the Buildings Manager; performs skilled and semi-skilled work in a variety of trades, including construction industry and locksmith services; responsible for conducting college set-ups and takedowns of furniture and equipment required for special events and for the moving of furniture from and to each campus and as it may be required to relocate offices.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Performs general repair work as required.
2. Assists repairing and adjusting Physical Plant department equipment and facilities.
3. Assists tradesmen in maintenance, repairs, additions and alterations of building structures and equipment.
4. Assist in all carpentry work matters.
5. Assists tradesmen in maintenance, repairs, additions and alterations of building structures and equipment.
6. Assist in making campus building keys.
7. Assist in maintaining college key system and makes keys from blanks.
8. Adjusts locksets, picks locks as needed, and provides other locksmith services as required.
9. Repair and/or install door knob locks, door hardware, and door closers.
10. Operate power tools.
11. Cleans tools used in the job.
12. Cleans work area daily.
13. Assist in the planning, supervision and movement of set-up and takedown of furniture and equipment for special college events such as graduation, registration, festivals, music concerts, etc.
14. Assist in the planning and supervision of the moving of furniture for all office relocations.
15. Performs other duties as assigned by supervisor.

EXPERIENCE: Require two (2) years experience in construction or handyman work with a minimum supervision; some specific training in key making will be required after starting the job.

SKILLS, KNOWLEDGE, ABILITIES: Required to have general maintenance routine knowledge with minimum supervision using only a few definite procedures.

LICENSES/CERTIFICATES: Texas Driver's License.

PHYSICAL REQUIREMENTS:

Walking, standing, lifting, carrying, and bending; required to lift items weighing 50 pounds.

WORKING CONDITIONS: Work indoors and outdoors; be exposed to all types of weather, noise and vibration from equipment; have good vision on both eyes with corrective lenses, if needed; have full use of arms, hands and legs; have good hearing in both ears with a hearing aid, if needed; work under extreme temperature conditions, be readily available to work after hours and/or on weekends and as it may be necessary.

RESPONSIBILITY: Must be able to exercise initiative and good judgment with a high degree of common sense to detect probable errors easily and quickly that would result only in minor confusion and expense for correction; responsible for proper maintenance and usage of equipment.

HUMAN RELATIONS: Must have good people skills and be a positive thinker to be able to maintain a pleasant and positive work attitude among co-workers, supervisors and customers; make contacts with immediate co-workers, supervisor and customers.

SPECIAL CONDITIONS:

Other duties may be assigned by immediate supervisor; may be required to work outside regular working hours; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT:

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

Print Name

Print Name

Print Title

Print Title

Employees Signature and Date

Supervisors Signature and Date

Sign and return to HR for placement into employee personnel file.