



Human Resources

Job Title: Maintenance Tech II 3 rd Shift	FLSA Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
Reports to: Plant Engineering Manager & Maintenance & Plant Supervisor	Location: Austin, Texas
Department: University Operations	Division: Finance & Administration
Employment Category: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Paygrade: 315

PRIMARY PURPOSE OF POSITION

St. Edward’s University of Austin, Texas invites applications for the position of Maintenance Technician II (3rd shift). This position is responsible for building maintenance and repair under the guidance of a skilled journeyman when performing routine or minor repairs. This position will require mostly independent work with minimal supervision. This position is also responsible for responding to emergency calls made to the University Police Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a wide variety of routine and semi-skilled work in trades such as electrical, plumbing, locks and door hardware, carpentry, painting, welding, glazing, and masonry.
- Repairs of furniture and appliances.
- Adheres to prescribed safety standards and proper environmental practices.
- Completes assigned work and maintains records on all maintenance activities clearly and in a timely manner.
- Presents a professional, positive, and helpful attitude at all times.
- Identifies and reports maintenance needs requiring attention to the appropriate supervisor.
- Performs related duties and responsibilities as assigned.

EDUCATION AND EXPERIENCE

- High School diploma or GED. Related trade or technical schooling preferred.
- A minimum of 2 years’ experiences directly related to the responsibilities specified, and an all-around knowledge of building maintenance and repair.
- Ability to manage workload independently and prioritize assignments based on the changing needs of the organization.
- Must be able to read and comprehend blueprints, schematics, specifications, and technical manuals.
- Must be able to demonstrate the following: mechanical aptitude; spatial ability; and the ability to solve moderately complex problems.
- The preferred candidate will have competency in the use of computers and common commercial software programs.

- Must possess good organizational skills, maintain high quality control standards.
- Ability to lift and carry up to 50 lbs., climb ladders up to 20 feet, and work off scaffolding and platforms/lifts at various heights.
- Knowledge in FACP and experience with fire sprinkler systems preferred.
- Must be able to read, write, and speak English sufficient to follow complex instructions, and articulate him/herself clearly and effectively.
- Must possess dependable transportation, unencumbered Texas driver license, clean driving record, and must be insurable by university carrier.
- Must be able to handle crisis situations in a calm and effective manner.
- Ability to comply with workplace guidelines and attendance requirements.
- Verifiable local references.
- Successful candidate must complete an employment and/or criminal history background check required.

SPECIAL CONDITIONS

Work schedule is 10:30pm to 7:30am, however scheduled hours may be changed to meet the needs of the facility. Duties may include weekend, holiday, overtime, and/or on-call work. Some duties may be performed within unusual working conditions, including but not limited to: crawl spaces and attics; inclement weather; and exposure to water, dust, dirt, grease, paint fumes, chemicals, and equipment noise and vibration. This position is considered Essential Personnel and can be called into work during periods of inclement weather or in emergency closure situations.

This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.

I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.

Employee (Print Name): _____ Date: _____

Employee (Signature): _____ Date: _____

HR OFFICE USE ONLY:	
Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Printed Name of Approver:	<i>Printed name of the person with the authority to approve the job description.</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>