

Job Description

Title: Maintenance – HVAC/ Electrician
CBA Position: KCSS
Department: Campus Operations
Reporting Manager: Maintenance Coordinator
Direct Reports: No
FLSA: Non-Exempt
Expected Hours of Work: 40

Salary Band: B23
Band Range: \$35,835-\$50,169
FY14 Budget:
Account Number:
ICCB Class:
KC Status (Class): Support Staff
POSD:

Job Summary:

Monitor, diagnose, conduct preventative maintenance on and make necessary adjustments and repairs to the college's heating, venting, air conditioning, and plumbing systems via both on-hands support and the facilities' computerized energy management system.

Supervisory Responsibilities: No

Minimum Qualifications/Basic Job Requirements:

- High school diploma or equivalent
- 1 year of specialized training in a skilled trade such as plumbing, electrical, or carpentry and
- 1-3 years' experience in facilities maintenance

Illustrative Examples of Essential Functions:

- Daily evaluation of equipment to ensure proper working order; identify malfunctions as needed which may include refrigerant circuits, troubleshooting electrical failures, lubricating equipment and machinery, installing and removing pipes and parts, requiring electrical control failures, and replacing defective parts.
- Evaluate proper operation of heating and air conditioning systems throughout the facility as well as preventative maintenance of the heating and air conditioning systems.
- Make necessary repairs to domestic, fire main water supply and interior sanitary system.
- Daily systems check on plant operations.
- Provide labor to repair, remodel and maintain water systems, sewage plant and drainage system.
- Repair electrical equipment.
- Maintain inventory and supplies for parts and initiate requests for repair parts and equipment.
- Reviews work orders to determine daily work assignments in coordination with direction from supervisor.
- Health and safety procedures based on information and recommendations made by supervisor.
- Perform other duties of a similar nature as directed.

(Core Competencies) Knowledge, Skills, and Abilities:

- Understand and perform minor and major preventative maintenance actions.
- Understanding of electrical and HVAC systems.
- Working knowledge of environmental systems.

- Possess strong organizational skills
- Demonstrate clear and effective written and verbal communication skills
- Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to use practical application of mathematics in general construction and facilities repair and maintenance work.
- Provide strong and clear communication, customer service, and inter-personal skills
- Ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of basic administrative processes and procedures
- Understanding of Microsoft Office Productivity Suite
- Understanding of basic computer operations and office equipment
- Demonstrates efficient keyboard and data entry accuracy and speed

Workload Summary:

(Special physical requirements necessary for performance of the job)

- Work is normally performed in an indoor setting; however this position requires reaching, standing, walking, repetitive motions for the appropriate maintenance of the grounds.
- Some work is to be performed outside. Noise levels can be loud. Shop conditions may expose position to fumes, noxious odors, gases and toxic or caustic chemicals.
- This position requires activity that may require incumbent to lift 50lbs on occasion; 20lbs frequently, and 10lbs consistently.

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014