

Blackfeet Community College



Position Description

Maintenance Technician

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| Closing Date | April 17, 2019 @ 3:00 PM |
| Salary | \$13.30 to \$14.38 Depending on experience |
| Department | Facilities |
| Personnel Definition | Regular Full Time, Classified, Schedule I |
| Term of Employment | 26 pay periods |
| FLSA | Non-Exempt |
| Supervision Received | The levels of supervision received (chain of command) are: <ul style="list-style-type: none">• Facilities Director• Institutional Development Director• President |
| Supervision Exercised | May oversee temporary workers and students in performing work for the department. |
| General Statement of Duties | Under the general direction of the Facilities Director, is responsible for coordinating and performing technical and general maintenance work, in a safe manner, at all BCC facilities with emphasis in one or more of the following areas of specialization: carpentry, electrical, general laborer, heating and cooling, painting experience one year under a journeyman, preferred and plumbing. May perform all types of maintenance work as necessary to successfully complete maintenance projects and ensure continued functionality of BCC, structures and grounds to accomplish the department and BCC goals and objectives in accordance with the established BCC standards and procedures. |
| Specific Area of Duties | For the following area(s) of specialization indicated for assignment, performs all functions applicable to the area(s) of specialization according to prevailing trade or industry practices, necessary for constructing, remodeling, renovating, demolishing, maintaining and repairing buildings, structures, and fixtures of BCC, and which may include some overlap into other trades or areas of specialization. <ol style="list-style-type: none">1. <u>Carpentry</u>: Serves as carpenter and performs all functions relating to the carpenter trade. Constructs and repairs structural and trim woodwork, wall and ceiling paneling, doors, doorframes, glasswork, window frames, staircases, stair treads, and related hardware. Assembles and repairs furniture and equipment as needed.2. <u>Electrical</u>: Serves as electrician and performs all functions relating to the electrical field. Assembles, installs and/or repairs a wide range of electrical equipment such as power circuits, lighting systems, switchgears, transformers, starters, controllers, Boiler boxes, wiring.3. <u>General Grounds Keeper</u>: Serves as laborer and performs all functions relating to the laborer trade including grounds keeping. Assists and supports the work of other |

areas of specialization; oversees conditions of BCC grounds as assigned, and performs required maintenance such as snow removal, sprinkling, mowing, trimming, seeding, fertilizing, seeding, trash and debris removal and disposal. Installs, repairs, and replaces fencing. Uses cutting torch and welder to repair steel materials, fixtures and equipment.

4. Heating & Cooling: Serves as boiler operator/heating specialist and performs testing, troubleshooting, adjustments, maintenance, replacements including boilers chillers and related parts, cables, wiring, monitoring including control settings and direct digital controls (DOC) via remote computer software and all related functions for boilers and heating systems in the BCC.
5. Painting: Serves as painter and performs all functions relating to the painting trade. Keeps current in types of paint and solvent products as to characteristics, expected life, costs, etc. Prepares surfaces including drywall installation or repair, applies paint in sufficient coatings, hangs wallpaper, and performs all incidental work required for the project.
6. Plumbing - Serves as plumber and performs all functions relating to the plumbing trade. Assembles, installs, repairs and clears pipes, fittings, water and drain fixtures including valves, controls, toilets, urinals, sinks, traps.

General

- Works effectively as a member of the Maintenance Department and as a BCC employee in carrying out departmental and BCC goals and objectives. Provides assistance as needed.
- Operates maintenance vehicles, machinery, equipment and tools as needed. Ensures that such equipment is ready for use by checking and replenishing fluid levels, performing minor repairs and notifying the supervisor as to major repairs and other work to be performed to keep such items in a safe and operational condition. Keeps assigned vehicle clean with spare parts and supplies organized and secured.
- Attends and participates in departmental and other meetings as required.
- Establishes and maintains good relationships with co-workers, BCC personnel, students, parents, suppliers, contractors, and the public.
- Provides progress reports, verbal and written, regarding the status of uncompleted projects and other reports to the supervisor as required.
- Observes and complies with safety rules and regulations. Assesses risks of injury and takes appropriate steps to mitigate or eliminate such risks. Uses proper safety equipment and supplies, including protective clothing, as required by such rules and regulations.
- Attends training sessions, at BCC expense, as directed by the supervisor and submits to testing and licensing as a result of such training. Provides training to co-workers as needed and ensures that their on-the-job training conforms to work standards and project requirements.
- Responds to emergency calls for assistance relating to BCC facilities or maintenance operations and reports to work as needed.
- Keeps shop and storage areas clean and well organized.
- Although the Maintenance Department normally follows a Monday-Friday day shift, the supervisor, may temporarily alter individual shifts after hours, nights, weekends, or early morning hours.
- Common assignments:

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| | <ul style="list-style-type: none"> ▪ <i>Heating & A/C systems.</i> Following appropriate training, may be assigned to maintain heating, ventilation and air conditioning systems in BCC buildings including inspection, adjustments, filter replacements, minor repairs, and reports problems to the Facilities Director ▪ <i>Boiler operator.</i> Following licensing as a boiler operator, may serve as boiler operator performing testing, troubleshooting, adjustments, maintenance and replacements of boilers and related parts, cables, and wiring. ▪ <i>Weather related.</i> Performs functions to restore BCC premises following disruptions caused by weather such as snow, ice, flooding, wind damage, etc. ▪ <i>Moving objects.</i> Following appropriate training, may be temporarily assigned to assist in moving objects such as office furnishings, equipment, boxes, cabinets, etc. Wears safety belts and utilizes carts and dollies to avoid heavy lifting. Exercises care to avoid personal injury and property damage. • Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate. • Prepares work site to reduce cleanup and clutter. Maintains work site in an ordered and organized manner. • Organizes, inventories, orders, obtains and assembles necessary materials and supplies for project and delivers to site. Controls materials and supplies to avoid damage, loss or waste. Returns unused materials and supplies to designated storage or to supplier for credit as directed. • Installs materials according to plans and specifications as applicable to achieve results that meet or exceed good quality workmanship. • In compliance with applicable standards, inspects and tests the finished work and corrects any resulting defects. • Removes, secures, and disposes of waste and debris. |
| Qualifications | <p>Education/Experience - Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:</p> <ul style="list-style-type: none"> • High school diploma or equivalent; • (3) Years' experience /education in building maintenance/construction operations including a minimum of one (1) year in the area(s) of specialization. • Valid Montana driver's license. • 4 years to obtain Boilers License |
| Knowledge, Skills & Abilities Required | <p>Knowledge Required:</p> <ul style="list-style-type: none"> • Knowledge of general maintenance procedures. • Knowledge in specialty trades Plumbing-Carpentry-Electrical-Heating & Cooling-Painting, locksmith, electric controls. • Knowledge and familiarity with building, fire and safety codes and regulations. <p>Skills Required:</p> <ul style="list-style-type: none"> • Good oral and written communication skills • Good organization skills • Good safety skills <p>Abilities Required:</p> <ul style="list-style-type: none"> • Ability to work well with others • Ability to work without close supervision. • Ability to handle details accurately and to achieve good quality workmanship. |

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| | <ul style="list-style-type: none"> • Good work |
| Complexity | This position is required to have knowledge of general maintenance procedures. |
| Personal Contacts | Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to contact to conduct the day-to-day business operations of the Facilities Department. |
| Physical Demands | Physical ability to stand for prolonged periods, walk long distances, stoop, bend and twist frequently, climb ladders, work at heights; reach above shoulder height, exert up to 60 pounds of force to lift, carry, push, pull or otherwise move objects, and work outdoors during all types of weather. |
| Guidelines | <p>The incumbent will be guided by:</p> <ul style="list-style-type: none"> • Position Description • BCC Employee Policies and Procedures Manual • BCC Catalog • All applicable college, tribal, state, and federal policies, procedures, laws, rules and regulations. |