

**FORT SCOTT COMMUNITY COLLEGE**  
**Position Description MA012**

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**NAME:** \_\_\_\_\_ **JOB TITLE:** General Maintenance Technician

**DIVISION/DEPARTMENT:** Facilities and Operations

**RESPONSIBLE TO:** Director of Facilities and Operations

**MONTHS PER YEAR:** 12

**HOURS PER WEEK:** 40

**UPDATE:** 9-18

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**CREDENTIALS:**

- High School Diploma or equivalent required
- Current driver's license and dependable transportation required
- Must provide a current Motor Vehicle Record and be authorized for operation of campus vehicles as outlined in FSCC's policy for college vehicle use
- Knowledge of tools and machines used in general maintenance operations
- Knowledge of operation, use, and care of hand and power tools
- Knowledge of operation, use, and care of tractor, skidsteer, plow, vehicle, bucket truck, mower, and weed trimmer
- Ability to take direction and complete tasks independently with minimal supervision
- Ability to utilize critical thinking to identify and solve facility and equipment problems
- Ability to work and communicate effectively with FSCC employees, students, and community members
- Must be able to read and follow directions on cleaning and chemical labels
- Must have knowledge of and be able to implement procedures regarding Bloodborne Pathogens laws and regulations
- General knowledge of plumbing, electrical, and HVAC systems and controls preferred

**JOB PURPOSE:** Maintains campus buildings, grounds, and equipment following schedule and standards set forth by the department director; performs work of average to considerable difficulty of building maintenance to include the primary fields of plumbing, electrical, HVAC, and grounds keeping; implements set up and take down for a wide variety of campus and community events; works closely with employees and the public to meet the maintenance needs of the area; and resolves problems to ensure efficient and safe operations.

**DUTIES AND RESPONSIBILITIES:**

- Inspect and identify building and equipment problems and develop plans of action to solve identified problems to maintain buildings and equipment in safe condition
- Prevent degradation of institutional property and systems, and prevent failures that would cause reduction in service
- Correct building and equipment problems through basic repair to existing plumbing, electrical, HVAC systems and controls
- Conduct maintenance and grounds keeping functions at FSCC campuses
- Conduct snow removal
- Repair, modify, construct, fabricate, install, and maintain building structures and equipment to provide safe conditions for employees, students, and the public
- Assist with set up and take down of furniture and equipment for a wide variety of campus and community events
- Assist in other areas when asked or in the absence of other maintenance or custodial staff members
- Respond to emergency calls for custodial or maintenance assistance

- Other duties as assigned

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 required to stand for more than an hour at a time; sit for more than an hour at a time; walk distances of over 100 yards at a time throughout the campus; use hands to finger, handle, or feel; reach to the front, back, sides, and overhead with hands and arms; communicate effectively with peers, students, and members of the public; and type information into a computer. The custodian is required to balance, bend, stoop, kneel, crouch, or crawl; must frequently lift and/or carry up to 50 pounds unassisted, climb ladders, and drive department vehicles. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORKING ENVIRONMENT**

Work is performed in and around main campus buildings; requires mental and physical ability to take direction and complete assignments while working independently. General Maintenance Technician must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust, and noise. Typical maintenance schedule is day shift, Monday - Friday; however, some assignments may need to be completed during hours outside the typical schedule. Some weekend and after hours work required. While performing the duties of this job, the employee is routinely exposed to inclement outdoor weather conditions.

Reviewed by Supervisor: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

All job descriptions are subject to revision based on changing needs of the college.