

JOB INFORMATION

| | |
|-------------------------|--|
| Effective Date | 8/20/2021 |
| Job Code: | 6312 |
| Job Title: | Maintenance Tech II |
| Salary Grade/Structure: | 140 - Support Staff |
| Career Level Name: | S2 - Intermediate Support |
| FLSA Name: | Non-Exempt |
| EEO Code: | 60-Skilled Crafts |
| Job Function: | Facilities |
| Job Family: | Trades |
| Job Summary | The Maintenance Tech II performs general maintenance of the facilities. Assists other trades with plumbing, electrical, mechanical and construction. Working with small electric motors, plumbing, electrical or pumps and various types of welding and cutting equipment. Employee will be expected to develop skills and attend training as outlined by the department to become proficient in several trades. Other related duties as assigned. |

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

| Education Level | Education Details | Required/Preferred | |
|----------------------------|-------------------|--------------------|--|
| High School Diploma or GED | | Required | |

Work Experience

| Experience | Experience Details | Required/Preferred | |
|-----------------|--|--------------------|--|
| Less than 3 yrs | 1 year in a commercial setting. | Required | |
| Some | Experience with small electric motors, plumbing, electrical or pumps and various types of welding and cutting equipment. | Preferred | |

Licenses and Certifications

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Preferred | |
|-------------------------|---|------------|--------------------|--|
| | Vocational or Trade school certification. | | Preferred | |

Knowledge, Skills and Abilities

Licenses and Certifications

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Preferred | |
|-------------------------|---|------------|------------------------|-------------|
| | KSAs | | | Proficiency |
| | • Knowledge of general building maintenance | | | Basic |
| | • Knowledge of determining when areas need attention. | | | Basic |
| | • Knowledge to maintain a safe environment. | | | Basic |
| | • Operate hand and power tools. | | | Basic |
| | • Inspect and diagnose problems. | | | Basic |
| | • Technical knowledge. | | | Basic |
| | • Ability to learn a variety of new skills both hands on and classroom. | | | Basic |
| | • Ability to understand and perform math for measurements and calculations. | | | Basic |
| | • Ability to maintain equipment. | | | Basic |

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

| Essential Function | % TIME |
|--|--------|
| • Performing general building maintenance. | 40% |
| • Work with other trades to learn new skills which may include carpentry, electrical, plumbing, refrigeration, welding, small motor repair and construction. | 30% |
| • Perform moves and coordinate surplus. | 10% |
| • Assist in new construction projects. | 10% |
| • Attend formal training. | 5% |

PRE-EMPLOYMENT

| | |
|--------------------------|-----|
| MVR: | Yes |
| Criminal History: | Yes |
| Physical Exam: | No |
| Hearing Exam: | No |
| Pulmonary Function Test: | No |

PHYSICAL DEMANDS/WORKING CONDITIONS

Service Workers

Physical Demands

| Physical Demand | N/A | Rarely | Occasionally | Frequently | Constantly | Weight |
|-----------------|-----|--------|--------------|------------|------------|--------|
| Standing | | | | | X | |
| Walking | | | | | X | |
| Sitting | | X | | | | |
| Lifting | | | X | | | |
| Carrying | | | X | | | |
| Pushing | | | X | | | |

Physical Demands

| Physical Demand | N/A | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-----|--------|--------------|------------|------------|--------|
| Pulling | | | X | | | |
| Climbing | | | X | | | |
| Balancing | | | X | | | |
| Stooping | | | | X | | |
| Kneeling | | | | X | | |
| Crouching | | | | X | | |
| Crawling | | | X | | | |
| Reaching | | | X | | | |
| Handling | | | | | X | |
| Grasping | | | | | X | |
| Feeling | | | | | X | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

Working Environment

| Working Condition | N/A | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-----|--------|--------------|------------|------------|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | | | X | |
| Hazards | | X | | | |
| Temperature Change | | | X | | |
| Atmospheric Conditions | | | X | | |
| Vibration | | X | | | |

Travel Requirements

| Estimated Amount | Brief Description |
|------------------|-------------------|
| 5% | |