

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Maintenance Technician	FLSA status:	Non-Exempt
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DEPARTMENT:	Maintenance	REPORTS TO:	Facilities Director
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Position summary: Under direct supervision, this position performs work required in the maintenance department and provides assistance with facility set-ups.

Position responsibilities:

- Receives work orders from Facilities Director and prints or sketches for the job and performs necessary work to accomplish task.
- Assist with event setups for various on campus functions.
- Plans details of working procedure by determining replacement needs or new material required and develops a logical approach to correct the problem.
- Receives plumbing diagrams, specifications and instructions from Facilities Director covering emergency and scheduled repairs and installation.
- Be a part of the maintenance team on major installations, working with other trades to complete the task.
- Physical plant repairs including lamp replacement and painting projects as needed, etc.
- Work within the maintenance department assisting the Facilities Director in other duties.
- Perform miscellaneous job-related duties as assigned.

Minimum Position Requirements:

- High school diploma or GED required.
- 6 months to 1 year experience directly related to the duties and responsibilities specified.
- Must possess a valid drivers license.
- Ability to work in noisy and hot environments.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.

Physical Demands and Work Environment:

- Work is performed both indoors and outdoors; sometimes required to climb onto rooftops for installation/repair.
- Considerable physical effort of hands and arms required; the employee must occasionally lift and/or move objects with considerable weight.
- Injury exposure could be severe cuts and bruises.
- Works in overhead structures and around and beneath machinery.
- May be required to return to work when major problems are encountered on off-shifts or weekends.