

UPPER IOWA UNIVERSITY

Job Title:	FACILITIES TECHNICIAN II		
Department:	Facilities and Management Services		
Location:	Fayette Campus		
Reports to:	Coordinator of Maintenance Services		
Position Type:	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal
FLSA Status:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	

GENERAL DESCRIPTION

Maintenance of all buildings on campus including plumbing, heating, and other needs as they arise. The maintenance position requires that the individual be in good physical health. Performance of duties requires individuals who can get along with students, faculty, and staff.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Duties include daily inspection of maintenance and equipment while performing ones daily responsibilities and tasks about campus. May include daily inspections on boilers.
2. Daily repair and maintenance of various types of equipment used in the multiple departments on campus.
3. Knowledgeable in handling hand tools, power tools, and other tools that are essential to perform daily duties.
4. Tasks may require climbing, heavy lifting, or hauling, to perform job properly.
5. Electrical and mechanical safety is the responsibility of maintenance technicians. The safety of students, visitors, and employees need to be anticipated at all times in maintaining a safe environment.
6. Concern for the welfare and well-being of those on campus at all times is critical. Equipment repairs or maintenance need to be worked around classes / office schedules.
7. Communicate and co-ordinate daily with Manager of Maintenance and Grounds and inform daily of progress or problems.
8. When on call, the technician must be accessible to be reached by cell phone at all times.
9. Maintain up-to-date training skills on equipment and other duties.
10. Other duties as assigned.

KEY COMPETENCIES

- Efficiency and the ability to prioritize tasks and meet deadlines for a wide variety of assignments
- Ability to work autonomously and demonstrate excellent judgment in decision-making along with establishing priorities and importance of tasks
- Knowledge of equipment and maintenance of the equipment
- Ability and confidence to immediately address and resolve problems and issues is required

MINIMUM REQUIREMENTS

High school diploma or equivalent with the ability to read and write. Three years of experience in facilities maintenance or experience in a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

ENVIRONMENTAL WORKING CONDITIONS

Working conditions involve exposure to variable weather conditions, dirt, dust, fertilizer, and insecticides. Work requires the ability to understand and follow established procedures or other guidelines of some complexity which involve making frequent minor decisions. The use of some initiative, independent judgment, or resourcefulness is a recognized characteristic of the job. Alertness and careful attention is required to prevent injury to self and others.

OTHER SPECIFICATIONS

- Position requires driving and operating a university vehicle, therefore, a valid Iowa driver license and driving record acceptable to the university's insurance carrier is required
- Ability to lift 80lbs
- Ability to maintain good working relationship with subordinates and other University employees and students
- Uniforms and identification badges are provided by the University according to departmental policy

Reviewed By:	Name	Title	Date:	Click here to enter a date.
Approved By:	Name	Title	Date:	