

RANGE N02

**JTC NO. TN2
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Facilities Maintenance Service Assistant

DATE PREPARED: Summer 2014

DATE REVISED: Fall 2016

GENERAL SUMMARY: Performs a variety of semi-skilled repair and preventative maintenance work in one or more of the general building trades.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Assists in building trade areas as necessary.

Performs semi-skilled maintenance in areas such as carpentry, electrical, plumbing, sheet metal, and painting.

Uses electric and acetylene welding equipment.

Assists with and handles various types of materials and equipment.

Operates a variety of hand power tools and operates machinery.

Sets-up furniture and equipment.

Loads trucks with materials and equipment.

Cleans work area and/or shop upon completion of jobs and keeps record of work performed.

Performs related duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

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.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, dig, haul, pull, reach, carry, lift, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear.

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PHYSICAL EFFORT REQUIRED: - continued

The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

- Graduation from high school or equivalent plus one year of experience in performing semi-skilled work in one or more of the general building trades.
- Ability to identify and use hand tools and machinery used in various trades or maintenance areas.
- Ability to learn to utilize computer technology to access data, maintain records, generate reports and communicate with others.
- Ability to communicate effectively with individuals from diverse backgrounds.
- Strong knowledge and experience providing effective customer service.
- *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***