



Classification Description

Job Title: Maintenance Specialist I

Pay Grade: 107

Job Code: 3995

FLSA Status: Non-exempt

Job Purpose

This is highly skilled and specialized work in the maintenance and operation of building automation systems, electrical systems, and mechanical equipment at an FSW campus, as assigned. This position is responsible to schedule and perform accurate and timely immediate and future repairs to assigned FSW buildings ensuring the campus structures are properly maintained.

General Responsibilities

Essential Functions

Inspects assigned buildings on a daily basis looking for and noting immediate and future repairs; schedules all repairs in a timely fashion. Performs all repairs with a high degree of skill so that the end result meets or exceeds original design which is considered safe, functional and aesthetically pleasing to the eye. Repairs include, but are not limited to, replacement of worn or damaged parts of mechanical, plumbing, electrical, carpentry, drywall, and painting.

Programs, troubleshoots and repairs a computerized building automation system, which provides heating, ventilating and air conditioning to campus facilities. Programs associated computers necessary to communicate with each system.

Schedules and performs all building preventative maintenance through the emergency management systems. Ensures appropriate documentation of the preventative maintenance process for tracking purposes.

Performs work involving the skills of two or more maintenance or craft occupations to keep machine, mechanical equipment, or the structure of the establishment in repair. Duties may involve, but not limited to, pipe fitting; insulating; welding; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.

Performs periodic inspections of building facilities as directed to identify areas needing attention. Collaborates with the Maintenance Manager and/or Facilities Maintenance Supervisor, as well as the Maintenance Specialist II personnel to schedule appropriate maintenance.

MAINTENANCE SPECIALIST I

Utilizes Computerized Maintenance Management System (CMMS) in tracking work orders for equipment repairs and ordering of parts. Ensures accurate and timely processing of each work order.

Alerts department leadership to issues with late or inaccurate orders or parts.

Collaborates with Maintenance Specialist II personnel in analyzing plans for new facilities projects, and makes recommendations as to the specific needs associated with their area of expertise.

Performs system checks utilizing infrared cameras to prevent equipment failure and short cycling of compressors.

Responds to and handles requests in a courteous, efficient, and safe manner. Reports any unsafe conditions or actions to appropriate College leadership immediately.

Maintains accurate records of inventories and work orders.

Maintains excellent communication with building coordinators and department representatives. Informs the Maintenance Specialist II of the current status of assigned buildings and future anticipated maintenance problems.

Provides emergency response as needed during early mornings, evenings, weekends and holidays.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

High School Diploma or GED.

One year full-time experience in a Journeyman level in the performance of maintenance, diagnosis and repair of commercial and/or industrial building systems to include all of the following:

- Air conditioning, heating and ventilating systems;
- Mechanical systems and equipment;
- Medium to high-voltage electrical equipment;
- Direct digital control energy management systems.

Experience performing preventative maintenance activities and reading blueprints.

Skills in the use of tools commonly used in air conditioning, mechanical and electrical fields.

MAINTENANCE SPECIALIST I

Must be skilled in a variety of hand and power tools, be customer oriented; be able to interface with various levels of personnel from trade's workers to vice presidents.

Ability to work evening, early morning and/or weekend hours, as needed.

Proven ability to work independently, understand written and oral instructions, and clearly communicate.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.

MAINTENANCE SPECIALIST I

- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: January 4, 2022. Revised: March 23, 2022. Revised: July 1, 2023.