

Sam Houston State University Human Resources

Staff Classification Description – Lead Maintenance Technician

Skill Category: Skilled Craft
Position (Employee) Class: 6N115
Grade: 10
Date: 08/2016

Department: Various

Educational & Experience Requirement: High school graduate, G.E.D. or equivalent vocational or trade school or special technical courses. Five years of experience in performing a variety of semi-skilled maintenance and repair work in one or more craft areas. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Oversees the maintenance and repair work in one or more craft areas, and performs a variety of maintenance and repair tasks of a semi-skilled level in one or more craft areas.

Supervision Given & Received: Works under general supervision and provides working supervision to the maintenance specialist, student workers, seasonal employees or offenders.

Primary Responsibilities: Locates problems and performs necessary repairs on malfunctioning equipment and fixtures. Assigns work to student workers, seasonal employees, and offenders. Trains crew in work involving maintenance of grounds. Installs and repairs locks, door hardware, and window dressing. Completes sheetrock repair, texturing, painting, lathe, rough concrete laying, and patch plastering. Unstops sinks, drains, commodes, hand basins, sewer lines and heating, ventilation and air conditioner (HVAC) condensate drains. Performs semi-skilled tasks in construction, repairs, and maintenance of grounds, structures, equipment, and appliances and makes minor repairs and adjustments to electrical (electrical wiring, switches, outlets, light ballasts, light fixtures, and other electrical fixtures), carpentry (furniture, doors, sawing, routing, and jointing of wood), plumbing (commodes, faucets, shower fixtures, valves, and pipes), electronic and HVAC equipment, and appliances. Checks equipment and takes care of general emergencies during maintenance rounds. Prepares regular written status reports as to the condition of various facilities. Performs other related duties as assigned.

Other Specifications: Knowledge of standard electrical practices, and the repair and installation of wiring, light fixtures, and a variety of other electrical fixtures; standard plumbing practices, and the installation and repair of plumbing fixtures; heating/air conditioning systems, masonry, painting, mechanical, and related trades. Ability to use the tools of the trade in which the work is to be performed. Absence of serious hazards, but normal attention is required to avoid injury to self and others. Working conditions are considered fair, but involve more than average exposure to one or more disagreeable elements such as heat, dust, pollen, wind, rain, dirt, fumes, etc. Work schedules may vary according to the needs of the department or special projects.

Position requires driving and operating a university vehicle; therefore, a valid Texas driver license and driving record acceptable to the university's insurance carrier is required.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

