

# Sam Houston State University Human Resources

---

## Staff Classification Description – Maintenance Technician I

---

**Skill Category:** Skilled Craft  
**Position (Employee) Class:** 6N170 (N1)  
**Grade:** 6  
**Date:** 5/2015

**Department:** As assigned

**Educational & Experience Requirement:** High school graduate or G.E.D. equivalent. Three 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:** Provides basic assistance to a journey person in the performance of a variety of maintenance and repair work in one or more craft area.

**Supervision Given & Received:** Works under immediate supervision and may provide working supervision to maintenance assistants.

**Primary Responsibilities:** Performs basic tasks in construction, repairs, and maintenance of structures, equipment, and appliances. Installs and repairs locks, door hardware, and window dressing. Performs 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. Makes minor repairs and adjustments to electrical (switches, plugs, and light fixtures), carpentry (furniture and doors), plumbing (commodes, faucets, and shower fixtures), electronic and HVAC equipment, and appliances. During maintenance rounds, checks equipment, and takes care of general emergencies. Performs other related duties as assigned.

**Other Specifications:** 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 dust, dirt, fumes, wet, etc. Work schedules may vary according to the needs of the department or special projects. **During emergencies, operational failures, and peak use periods, employee may be called in when off shift to work an extended shift. Special procedures sometimes require extended hours.**

Uniforms and identification badges are provided by the University according to departmental policy. 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.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**