JOB INFORMATION

Effective Date: 3/19/2024
Job Code: 6313
Job Title: Maintenance Tech III
Salary Grade/Structure: 150 - Support Staff
Career Level Name: 
FLSA Name: Non-Exempt
EEO Code: 60-Skilled Crafts
Job Function: Facilities
Job Family: Trades

Job Summary: The Maintenance Tech III performs general maintenance of the UHCL facilities. Assists other trades with plumbing, electrical, mechanical, and construction. Is expected to develop skills and attend training as outlined by the department to become proficient in several trades. Subject to the appointment on the campus hurricane ride-out crew.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Education Details</th>
<th>Required/Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Diploma or GED</td>
<td>Required</td>
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<tr>
<td>High School Diploma or GED</td>
<td>Vocational or Trade School Training</td>
<td>Required</td>
</tr>
<tr>
<td>High School Diploma or GED</td>
<td>Vocational or Trade School Certification</td>
<td>Preferred</td>
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</tbody>
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Work Experience

<table>
<thead>
<tr>
<th>Experience</th>
<th>Experience Details</th>
<th>Required/Preferred</th>
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<tbody>
<tr>
<td>Some</td>
<td>Minimum of three years of general building maintenance experience.</td>
<td>Required</td>
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<tr>
<td>Less than 3 yrs</td>
<td>Experience with small electric motors, plumbing, electrical or pumps, and various types of welding and cutting equipment.</td>
<td>Preferred</td>
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</tbody>
</table>
Licenses and Certifications

<table>
<thead>
<tr>
<th>Licenses/Certifications</th>
<th>Licenses/Certification Details</th>
<th>Time Frame</th>
<th>Required/Preferred</th>
</tr>
</thead>
</table>

Knowledge, Skills and Abilities

<table>
<thead>
<tr>
<th>KSA</th>
<th>Proficiency</th>
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</thead>
<tbody>
<tr>
<td>Knowledge of general building maintenance.</td>
<td>Skilled</td>
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<tr>
<td>Ability to use and further develop a variety of skills both hands on and in classroom.</td>
<td>Skilled</td>
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<td>Ability to perform and understand math for measurements and calculations.</td>
<td>Skilled</td>
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<tr>
<td>Ability to operate hand and power tools.</td>
<td>Skilled</td>
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<tr>
<td>Knowledge of all safety procedure and guidelines.</td>
<td>Skilled</td>
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</tbody>
</table>

JOB RESPONSIBILITIES

Campus Security Authority
Remote Work Capable

Essential Functions

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>% TIME</th>
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<tbody>
<tr>
<td>General Building Maintenance</td>
<td>40%</td>
</tr>
<tr>
<td>Work with other trades to learn new skills that may include carpentry, electrical, plumbing, refrigeration, welding, small motor repair and construction.</td>
<td>30%</td>
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<tr>
<td>Perform moves and coordinate surplus</td>
<td>10%</td>
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<tr>
<td>Assist in new construction projects</td>
<td>10%</td>
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<tr>
<td>Attend formal training</td>
<td>5%</td>
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<tr>
<td>Performs Other Duties As Assigned</td>
<td>5%</td>
</tr>
</tbody>
</table>

PRE-EMPLOYMENT

MVR: Yes
Criminal History: Yes
Physical Exam: No
Hearing Exam: No
Pulmonary Function Test: No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>N/A</th>
<th>Rarely</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
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<tr>
<td>Walking</td>
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<tr>
<td>Sitting</td>
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<tr>
<td>Lifting</td>
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<tr>
<td>Carrying</td>
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<td>Pushing</td>
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<tr>
<td>Pulling</td>
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<tr>
<td>Climbing</td>
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</table>
### Physical Demands

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>N/A</th>
<th>Rarely</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Balancing</td>
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<tr>
<td>Stooping</td>
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<tr>
<td>Kneeling</td>
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<tr>
<td>Crouching</td>
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<tr>
<td>Crawling</td>
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<tr>
<td>Reaching</td>
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<tr>
<td>Handling</td>
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<td>Grasping</td>
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<tr>
<td>Feeling</td>
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<tr>
<td>Talking</td>
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<td>Hearing</td>
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<td>Repetitive Motions</td>
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<tr>
<td>Eye/Hand/Foot Coordination</td>
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### Working Environment

<table>
<thead>
<tr>
<th>Working Condition</th>
<th>N/A</th>
<th>Rarely</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
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<tbody>
<tr>
<td>Extreme cold</td>
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<td>Extreme heat</td>
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<td>Humid</td>
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<td>Wet</td>
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<tr>
<td>Noise</td>
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<td>Hazards</td>
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<tr>
<td>Temperature Change</td>
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<td>Atmospheric Conditions</td>
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<td>Vibration</td>
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### Travel Requirements

<table>
<thead>
<tr>
<th>Estimated Amount</th>
<th>Brief Description</th>
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