

University of Houston – Clear Lake

Position Description

Job Title: **Maintenance Technician II**

Job Code: **6312**

Pay Grade: **070**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	Three years experience in general construction or maintenance setting.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Performs general maintenance and/or repair of facilities and facilities components such as doors, floors, hardware, walls and ceiling. Facilitates the execution of work requests campuswide. Subject to appointment on the campus hurricane ride-out crew. Other duties as assigned.

Duties and responsibilities	% Time
Assures the accomplishment of general building maintenance. Repairs generated by work requests.	30
Facilitates the administration, distribution, scheduling and execution of work requests.	15
Perform float and taping, texturing and painting of walls. Repair door hardware, hinges, mortise and handles. Work scheduling, timesheets and timekeeping.	15
Facilitates office and furniture moves. Pre-inspects jobsites and assures that work is accomplished using approved department standards and in a timely manner.	15
Assist in the general oversight and guidance of a small crew to assure the accomplishment of work. Fabricates signage as required.	15
Assist with construction and renovation projects as required. Provides logistical support for construction and maintenance projects.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.