

University of Houston – Clear Lake

Position Description

Job Title: **Maintenance Technician**

Job Code: **6311**

Pay Grade: **040**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	Vocational or Trade school certification.
Experience		Experience in building maintenance.
License/Certification		

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

POSITION SUMMARY

Performs general maintenance of the facilities. Assist other trades with plumbing, electrical, mechanical and construction. Employee will be expected to develop skills and attend training as outlined by the department to become proficient in several trades. Other related duties as assigned.

Duties and responsibilities	% Time
General building maintenance.	40
Work with other trades to learn new skills may include carpentry, electrical, plumbing, refrigeration, welding, small motor repair and construction.	30
Perform moves and coordinate surplus.	10
Assist in new construction projects.	10
Attend formal training. Other duties as assigned.	10

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