

JOB INFORMATION

Effective Date	10/22/2021
Job Code:	6311
Job Title:	Maintenance Tech I
Salary Grade/Structure:	130 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	60-Skilled Crafts
Job Function:	Facilities
Job Family:	General Maintenance
Job Summary	The Maintenance Tech I will perform 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.

COMPETENCIES

Competencies

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

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
High School Diploma or GED		Required	
High School Diploma or GED	Vocational or Trade School certification	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Building maintenance experience	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
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JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• General Building Maintenance	40%
• Work with other trades to learn new skills that 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	5%
• Performs Other Duties As Assigned	5%

PRE-EMPLOYMENT

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

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description