

Seward County Community College
Structured Compensation - Job Description
Maintenance I-Electrician/Plumber

Data Year: 2017

Prepared On: 11/14/2017

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| Department: | Facilities | Grade: | 8 |
| Reports To: | Director of Facilities | Classification: | Non-Exempt |
| Supervises Direct: | 0 | Supervises Indirect: | 0 |
| Approved By: | R Scheib | Effective Date: | 11/22/2016 |
| | | Revised Date: | 12/02/2016 |

Role:

Performs skilled work in the installation, maintenance, operation, modification, service and repair of electrical and plumbing systems. Electrical work includes electrical wiring, equipment, and fixtures. Plumbing work includes the repair of water supply lines, waste disposal systems, and related appliances and fixtures to keep the campus flowing smoothly. All work will be performed in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. Maintains and conducts monthly inspections of the fire alarm systems, fire extinguishers and emergency lighting.

Essential Functions & Responsibilities:

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| E | 30% | Performs electrical work by assembling, testing, installing, and maintaining electrical and electronic wiring, equipment, appliances, and fixtures. |
| E | 30% | Remodels existing structures according to blueprints, drawings, specifications, and local codes to determine the layout of plumbing systems, water supply networks, waste and drainage systems and electrical wiring. |
| E | 25% | Performs basic plumbing work by inspecting and repairing joints, valves, pumps, boilers, heaters, sinks, commodes, tanks, valves, and other plumbing system components to locate malfunctions. Installs new equipment/systems. |
| E | 10% | Maintain good communication with supervisor about equipment conditions and advises management if the continued use of equipment or electrical/plumbing systems could be hazardous. |
| E | 5% | Assist department members as assigned; perform miscellaneous duties as assigned; and attend staff/ department meetings. |

Performance Measurements:

1. Assures accuracy, thoroughness and reliability of results in the production of work.
2. Demonstrates a comprehensive understanding of the knowledge required to complete job responsibilities.
3. Demonstrates ability to plan and establish priorities to achieve job objectives.
4. Manages workload in an organized manner.
5. Organized work area and follows prescribed safety measures as set forth by the supervisor, administrator, and college.
6. Punctual, absences and tardiness reported timely.

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7. Maintains confidentiality of privileged information, possesses honesty, and integrity. Loyal to coworkers and the college.
8. Attends meetings as required.

Knowledge and Skills:

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| Experience | Two years to five years of similar or related experience. |
| Education | High school diploma with completion of a specialized and extensive in-house training or apprenticeship program. Must possess a valid Driver's License. |
| Interpersonal Skills | Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (students, visitors or vendors) requiring ordinary courtesy in providing assistance and information. |
| Other Skills | <p>Knowledge:</p> <p>Basic plumbing related to the installation, repair, and maintenance of plumbing components and systems.</p> <p>Basic electricity related to the installation, repair, and maintenance of electrical wiring, equipment, fixtures and systems.</p> <p>Troubleshooting for electrical and plumbing components, fixtures, and systems.</p> <p>Plumbing and electrical equipment and hand and power tools.</p> <p>State and local electrical and plumbing codes.</p> <p>Basic math e.g. add, subtract, multiply, and divide in units of measure, using whole number, common fractions, and decimals.</p> <p>How to interpret and work from blue prints, penciled sketches, drawings, and plans.</p> <p>Skills:</p> <p>Interprets and works from blue prints, penciled sketches, drawings, and plans.</p> <p>Repairs small hand and power tools.</p> <p>Reads and comprehends simple instructions, short correspondence, and memos.</p> <p>Writes simple correspondence.</p> <p>Effectively presents information in one on one and small group situations.</p> <p>Abilities:</p> <p>Maintain a current valid driver's license.</p> <p>Utilize email, eSupport system.</p> <p>Exhibit objectivity and openness to others views; gives and welcomes feedback; contributes to building a positive team spirit, puts success of team above own interests; able to build morale and group commitments to goals and objectives, supports everyone efforts to succeed.</p> <p>Strive to continuously build knowledge and skills; shares expertise with others.</p> <p>Work well in group problem solving situations.</p> <p>Adapt to changes in work environment; able to deal with frequent change, delays, or</p> |

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| | unexpected events. Maintain a valid Driver's License. |
| Physical Requirements | Physical requirements are based on an 8 hour work day and may vary slightly. Sitting for a period of 3 hours at one time with a total of 3 hours Standing for a period of 2 hours at one time with a total of 2 hours Walking for a period 3 hours at one time with a total of 3 hours Lifting up to 10 lbs continuously and up to 50 lbs frequently. Carrying up to 10 lbs continuously and up to 50 lbs frequently. Repetitive Action: use of right and left hand for simple grasping, pushing and pulling, and fine manipulation Bending frequently and squatting, climbing and reaching above shoulder level frequently. Drives automotive equipment. Exposure to dust, fumes, and gases. |
| Work Environment | Regular exposure to unfavorable environments such as weather, body fluids, toxic laboratory & industrial chemicals, or confined, dirty and noisy locations. May be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields. |

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature