



**DATE ISSUED:** 06/18  
**FLSA:** Non-Exempt  
**PTO:** COVS

## ***JOB DESCRIPTION***

Building Maintenance (Houston)

### ***JOB SUMMARY***

Performs work involving millwork, carpentry, electrical, plumbing, HVAC, and mechanical crafts. Evaluates, diagnoses, and troubleshoots buildings, systems, and equipment as assigned. Responsible for identifying materials and equipment needed for work to be accomplished and maintaining record of such expended on assignments. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Manager, Facilities Maintenance – Houston

*Supervises:* No supervisory responsibilities

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Evaluates work orders to determine scope and work procedures necessary to perform job.
- Identifies standard tools, equipment, materials, methods, and practices used in multiple building maintenance crafts.
- Leads in the installation, maintenance, and repair of designated campus building systems.
- Maintains record of materials and labor expended on each assignment.
- Offers assistance to or guide other technicians assisting in assignments.

### ***ADDITIONAL DUTIES***

- Assists other craft personnel as assigned.
- Performs other duties as requested.

**EDUCATION**

High school diploma or equivalent required.

**EXPERIENCE**

Six years of general maintenance experience including carpentry, electrical, painting and/or plumbing duties. Job-related vocational training or other education may substitute for the required experience on a year-for-year basis.

**REQUIREMENTS**

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Thorough knowledge of and skill in use of standard tools, equipment, materials, methods, and practices in multiple building maintenance crafts.
- Thorough knowledge of the hazards and safety precautions related to multiple building maintenance crafts.
- Ability to use basic shop math applications.
- Ability to read, interpret, and work from rough sketches, blueprints, and drawings.
- Ability to locate and identify troubles in appropriate building systems or equipment and to plan and perform necessary repairs.
- Ability to operate or use respirators, breathing machines, eye shields and related safety equipment.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to establish and maintain effective working relationships.
- Ability to understand and follow simple written and oral instructions.
- Ability to respond to emergency situations in a timely manner.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Exposed to any number of elements but with none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and/or waste hazards or noise. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.***

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***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***