

**FACULTY STUDENT ASSOCIATION  
of Tompkins Cortland Community College, Inc.**

**Position Title:**

Facilities Maintenance Worker

**Grade:**

7

**Page:**

1 of 2

**Organizational Unit:**

Residence Life

**Reports To:**

Facilities Superintendent

**Approved By:**

FSA Board 4/9/09

**SUMMARY**

This position performs semi-skilled maintenance work involving responsibility for efficient and economical operation and maintenance of a residential housing complex. The work primarily involves the performance of a variety of maintenance tasks including heating, plumbing, electrical, carpentry, masonry, and painting trades. The work is performed under the general supervision of the Facilities Superintendent.

**NATURE AND SCOPE**

- Plans work details and performs semi-skilled work of maintaining and repairing plumbing, mechanical, and carpentry repair work in a residential housing complex.
- Performs all duties in a manner consistent with residence life operations and in line with the goals and expectations of the Office of Residence Life. Completes maintenance work in a timely manner to create a positive experience for residence life students.
- Adjusts controls and makes routine checks to insure proper performance of HVAC and mechanical equipment.
- May install, maintain, and repair a variety of electrical equipment and appliances.
- Installs and repairs doors, door hardware, and mechanical locks.
- Checks building or area of responsibility daily to insure building systems are operating (e.g., HVAC, elevators, lights, roof, and doors).
- Helps install and repair wiring systems, electric fixtures, and equipment.
- Performs minor repairs on windows, doors, floors, ceilings, walls, roofs, and other parts of the buildings.
- Helps install and repair general plumbing equipment, such as sinks, toilets, and baths.
- Assists in cleaning and repairing boilers, air handling units, pumps, heaters, pipe lines, valves, traps, and other mechanical/ventilating systems.
- Removes snow and ice, as needed, from main walks, emergency exits, pathways, and steps.
- Operates trucks, automobiles, air compressors, and other motorized equipment.
- Performs a variety of other related skilled and unskilled maintenance tasks as required.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

- Working knowledge of modern building operations and maintenance.
- Working knowledge of practices, tools, and terminology of heating, electrical, carpentry, painting, and plumbing trades.
- Semi-skilled in performing maintenance tasks in the aforementioned trades.
- Ability to understand and follow written instructions.
- Ability to work from plans, specifications, and rough sketches.

**FACULTY STUDENT ASSOCIATION  
of Tompkins Cortland Community College, Inc.**

**Position Title:**

Facilities Maintenance Worker

**Grade:**

7

**Page:**

2 of 2

**Organizational Unit:**

Residence Life

**Reports To:**

Superintendent of Facilities

**Approved By:**

FSA Board 4/9/09

- Ability to perform work requiring physical effort such as bending, climbing, reaching, lifting, and prolonged crouching or crawling in cramped spaces.
- Willingness to be exposed to disagreeable conditions such as dirt, grease, grime, and offensive sights or odors.
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS**

Minimum age 21 yrs.

Must have a H. S. diploma or equivalent.

Two years of experience working in general building maintenance.

This position is subject to a criminal background check.

**SPECIAL REQUIREMENTS**

The employee must possess a valid NYS motor vehicle operator's license at the time of appointment and maintain such license for the duration of employment.