

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

**Position Title:**

Senior Maintenance Technician

**Grade:**

12

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**Organizational Unit:**

Tioga Place

**Reports To:**

TC3 Director of Facilities

**Approved by:**

FSA Board 4/23/09

**SUMMARY**

This position performs skilled maintenance work involving responsibility for the efficient and economical operation and maintenance of the Tioga Place building, grounds, and equipment. The work primarily involves the performance of a variety of plumbing and heating, ventilation and air conditioning (HVAC) tasks but also requires skill in the electrical, carpentry, painting, and refrigeration trades. The work is performed under general supervision with wide leeway being allowed in planning and implementing the details of the work. Direct supervision will be over the work performed by contractors. Timely response to emergency calls will be required including time in addition to normal working hours.

**NATURE AND SCOPE**

- Plans and coordinates work to ensure that projects and work requests are completed on a timely basis. Ensures that maintenance and safety objectives are met within budget guidelines and are in compliance with all established regulations and guidelines.
- Performs all duties in a manner consistent with the tenants needs and in line with the goals and expectations of the Foundation Board. Completes maintenance work in a timely manner to create a positive experience for tenants.
- Diagnoses complex problems with heating, cooling, electrical, plumbing, and mechanical systems and makes or arranges for the necessary repairs.
- Plans and performs the skilled work of altering, maintaining, and repairing water and sewer systems, sinks, toilet equipment and all related accessories and fittings.
- Installs, maintains, and repairs HVAC equipment.
- Adjusts controls and makes routine checks to insure proper performance of HVAC equipment under a preventive maintenance program.
- Replaces and services electrical controls, motor parts, thermostats, relay pumps, condensers, filters, and related equipment.
- Installs, maintains and repairs a variety of electrical equipment, including motors, generators, switchboards, signal equipment, storage battery systems, lighting circuits, and lighting fixtures as required.
- Participates in scheduled meetings with the TC3 Director of Facilities as scheduled or requested to present information on the current status of specific projects.
- Performs a variety of other related skilled and unskilled maintenance tasks as required.
- Assist in the preparation of operational and capital improvement budgets.

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

- Sound knowledge of modern large-scale buildings and grounds operations and maintenance.
- Sound knowledge of the practices, tools and terminology of the plumbing and HVAC.
- Sound knowledge of local plumbing laws and regulations.
- Sound knowledge of the practices, tools and terminology of the heating and ventilating, electrical, carpentry, painting, and refrigeration trades.
- Skill in performing maintenance tasks in the aforementioned trades.
- Ability to read and interpret blueprints.
- Ability to understand and follow written instructions.
- Ability to work from plans, specifications and rough sketches.
- Ability to perform work requiring physical effort such as bending, climbing, reaching, lifting, prolonged crouching or crawling in cramped spaces.
- Willingness to be exposed to disagreeable conditions such as dirt, grease, grime and offensive sights or odors.
- Shows initiative, good judgment, and can be depended upon.
- Physical condition commensurate with the demands of the position. Ability to lift 50 pounds.

**MINIMUM QUALIFICATIONS**

HS diploma or equivalent and two years of plumbing or HVAC experience involving the installation, maintenance or repair of industrial, commercial or other large-scale plumbing or HVAC systems; **AND EITHER**

- (a) Three additional years of experience in building construction or building maintenance which must have involved experience in two or more of the following trades: HVAC, electrical, carpentry, painting or refrigeration; **OR**
- (b) Three additional years of full-time training in the trades which must have included training in two or more of the trades mentioned in (a) above; **OR**
- (c) Possession of certification as a journeyman plumber and one year of experience in building construction or building maintenance which must have included experience in two or more of the trades mentioned in (a) above; **OR**
- (d) Any equivalent combination of training and experience as indicated in (a), (b), or (c) above.

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**AND**

This position is subject to a criminal background check.

**NOTE:** For candidates qualifying according to (c), the two years of industrial plumbing and HVAC experience need not be in addition to the apprenticeship required to gain the journey man certification if that apprenticeship included two years of industrial plumbing and HVAC experience.

**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.