Maintenance Technician

JOB PURPOSE
Performs skilled journey level work in one or more areas of expertise and semi-skilled repair work in other general maintenance areas.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES
Performs skilled and semi-skilled maintenance and repair work on campus buildings, facilities, equipment or machinery.

Assembles, installs and/or repairs: wiring, electrical and electronic components, plumbing/pipe systems, physical structures, fixtures, paint, HVAC systems, locks/access systems, compressors, generators, engines, etc.

Diagnoses problems and determines corrective solutions, referring to and/or adhering to building codes, blueprints, repair manuals, and parts catalogs as necessary.

Repairs or replaces defective equipment parts using hand tools and power tools, and reassembles equipment.

May lead other maintenance staff on projects or assist in a general maintenance capacity when others are in a lead role.

Maintains parts, supplies, and equipment advising supervisor when supplies need to be ordered.

May drive vehicle as needed.

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of materials, methods, and the tools used to perform job duties in area of expertise.

General knowledge of multi-craft maintenance in carpentry, electric, heating/cooling, and plumbing.

Ability to understand and follow oral and written instructions.

Ability to work in a safe and efficient manner.

Ability to operate the specific tools used in the area of expertise, including related tools and equipment such as common hand and power tools, hammers, hoists, saws, drills, and wrenches, precision measuring instruments and electrical and electronic testing devices.
May require the ability to operate a computer.

**MINIMUM REQUIREMENTS**

**Education:** High school diploma or GED.

**Experience:** Certificate in DOL apprenticed trade (electrical/plumbing/HVAC/carpentry) OR five years verifiable journey level experience.

**Licenses:** Valid Driver’s license with ability to be insured by Indiana University. May be required to acquire and maintain a material-specific abatement certification, supervisor certification or other required certifications.

**PHYSICAL REQUIREMENTS**

Sitting, standing, walking, driving, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs multiple times per shift, fingering, talking, hearing, and seeing.

**WORKING CONDITIONS**

Spends most time indoors with possible exposure to extreme hot or cold temperatures for one hour plus. Possible exposure to distraction/uncomfortable noise levels and vibration of body or extremities. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.