

Maintenance Specialist (Wichita Falls): Duties and Responsibilities:

The Maintenance Specialist is responsible to the Maintenance Supervisor - WF. **This is a security sensitive position and is subject to a criminal history record. (Texas Government Code 411.094 & Texas Education Code 51.215)** Specific duties include:

1. Assist the Maintenance Supervisor in conducting preventive maintenance to all mechanical and electrical equipment on the Wichita Falls locations.
2. Assist the Maintenance Supervisor in maintaining a stock of parts and supplies.
3. Assist in repairs and remodeling endeavors. This may require painting, carpentry, and minor touch up.
4. Assist the Maintenance Supervisor in all plumbing repairs essential to proper facility function.
5. Maintain the College swimming pool.
 - a. Clean (vacuum) as needed.
 - b. Test water for chemical balance
 - c. Maintain circulation and automatic chemical feeder, adjusting as needed.
 - d. Maintain maintenance records on pool.
6. Test and change ballasts in light fixtures as needed.
7. Basic trouble shooting on HVAC systems.
 - a. Use refrigerant gauges.
 - b. Use multi-meters.
8. Operate a computer controlled HVAC system.
9. Maintain all tools and equipment in good repair and working condition.
10. Respond to work orders in a timely and courteous manner.
11. Assist in preparing campus facilities for major functions such as commencements, community service projects, etc.
12. Responsible for shredding confidential documents as needed.
13. Be able to lift minimum of 50 pounds.
14. Assume special assignments requested by the Maintenance Supervisor or the Director of Facilities.

Skills Required:

1. Knowledge of voltages:
 - a. AC – 120, 230, 277, 440, single and 3 phase.
 - b. DC – 12, 24.
2. Knowledge in use of multi-meters - AC/DC amperage continuity.
3. Knowledge in use of refrigerant and gauges.
4. Basic computer skills required to operate software programs that operate HVAC systems.
5. Soldering skills required to solder small ($\frac{1}{2}$ " , $\frac{3}{4}$ ") copper pipe and electrical wire.

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