

TITLE: Maintenance Technician

DEPARTMENT/DIVISION: Maintenance

REPORTS TO: Physical Plant Manager

CLASSIFICATION: Classified

SALARY RANGE: \$30,000 - \$31,000, based on education and experience

POSITION SUMMARY

This position is a general maintenance position. Responsibilities include the maintenance, minor repair and upkeep of plumbing fixtures, electrical devices and appliances in all campus facilities and the immediate grounds. The Maintenance Technician will ensure that facilities are properly maintained and meet College standards. Some minor carpentry work is required. Custodial support and groundskeeping may be required.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns, and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Develops preventive maintenance programs and reports for campus facilities.
- Repairs and/or replacement of electrical devices, such as light switches, outlets, fuses, fixtures, circuit breakers, ballasts, and electrical motors and generators.
- Performs plumbing work such as clearing clogged lines, installation of new plumbing fixtures, valves, and sewers, and repair of any water leaks.
- Maintains and repairs recreation equipment such as weights, gymnasium scoreboards, clocks, etc.
- Maintains and repairs mechanical equipment and machinery.
- Repairs and/or replaces ceramic tiles, baseboards, ceiling tiles, or carpet in hallways, bathrooms, stairwells, labs, or general office/classroom areas; makes light repairs to cracked concrete walkways, columns, walls, etc.
- Performs carpentry work such as repairing benches, tables, chairs, counters, etc.
- Installs or repairs bulletin boards, white boards, chalkboards, shelving, signage or other office/classroom equipment.
- Perform repair work to drywall, plaster, ceilings, windows, doors, and door hardware.
- May make repairs to monitor safety equipment such as the fire exit, signs and general repair of emergency doors; may perform periodic checks of fire and smoke alarms.
- Ensures organizational compliance with applicable codes, rules and regulations.
- Handles confidential information with tact and discretion.
- Performs other miscellaneous maintenance duties as requested or needed.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other functions as necessary or as assigned.
- Some travel may be required.
- Assist with custodial duties and groundskeeping as needed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **Knowledge:** High School Diploma or equivalent required. Journeyman license in electrical or HVAC preferred. Oklahoma Mechanical Contractor's license highly desirable. Successful candidate must possess a valid driver's license and be willing to attain a Commercial Driver's License within a designated timeframe. Successful candidate should possess five years of progressively responsible experience in maintenance.
- **Skills:** Proficiency in personal computer and office machine use, including the ability to create and work with electronic spreadsheets, word processing programs and office copier/printer/fax machines is required. Solid communication skills (written, oral and active listening), strong interpersonal skills and excellent organizational skills are required. Employee must be accurate; detail orientated and have the ability to prioritize information and tasks in a timely manner. Must also be proficient in multi-tasking and possess demonstrated leadership and motivational skills.
- **Abilities:** Applicant must be able to lift and/or carry at least 50 pounds.

Applications will be accepted until the position is filled; however, ***only candidates whose applications are received by 4:00 PM on October 23, 2024 are assured of receiving full consideration.*** Salary is \$30,000 - \$31,000, commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long term disability, and life insurance equivalent to two times the annual contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

To apply, please send letter of application, resumé, copies of all academic transcripts, and three current letters of recommendation to:

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

and/or

Email: hr@sscok.edu

*SSC is an AA/EEO employer committed to multicultural diversity.
SSC participates in E-verify.*

Posted October 9, 2024