



POSITION DESCRIPTION

POSITION TITLE: Maintenance Specialist **DEPARTMENT:** Maintenance
CLASSIFICATION: Non Exempt
PREPARED BY: Human Resources
DATE PREPARED: August 27, 2014
APPROVED BY: VP of Administration
DATE REVISED: July 8, 2015

REPORTING RELATIONSHIPS

POSITION REPORTS TO:

POSITION SUPERVISED: None

POSITION PURPOSE:

Responsible for performing highly diversified duties including, but not limited to, installation, troubleshooting, repairing and maintenance of credit union facilities and equipment.

ESSENTIAL JOB FUNCTIONS AND DUTIES

Promote "SCOPE" to our employees, management, and members.

Coordinate facility repair and maintenance requests from branches and departments ensuring general appearance; research, report and resolve maintenance complaints.

Provide emergency/unscheduled repairs of equipment and perform regular preventive/scheduled maintenance; prioritize and repairs and maintenance; perform monthly inspections.

Perform maintenance skills including, but not limited to, mechanical and electrical troubleshooting and repair; diagnose problems, replace or repair parts, test and make adjustments.

Perform a variety of plumbing maintenance and carpentry functions.

As needed, contract with and inspect vendor work to ensure facility and equipment repairs and maintenance are completed properly.

Manage relationships with maintenance vendors.

Assist with set-up for TEXAR sponsored events and at credit union functions (set-up furnishings, tents, tables, chairs, etc.).

Maintain records on installation, maintenance and repairs.

Manage maintenance supply inventory.

Perform courier errands and shopping activities.

Perform monthly ATM maintenance and provide ATM access for IT.

Coordinate maintenance for company owned vehicles.

Develop proposals and make recommendations on service and maintenance of facilities and equipment.

Storage and transfer of credit union supplies on-site and at off-site storage.

Complete required annual training and adhere to all Credit Union policies and procedures, including but not limited to BSA, MIP, OFAC, Privacy and Electronic Use.

Perform all other duties as assigned or needed.

KNOWLEDGE AND SKILLS

Ability to use a variety of hand and power tools, electric meters and material handling equipment in performing duties.

Ability to read and interpret equipment manuals.

Ability to apply logic to define problems, collect data, establish facts, and draw conclusions.

Ability to interpret instructions and can deal with multiple variables.

Intermediate computer skills.

Ability to read periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias.

Display a professional appearance, demeanor, and dress.

Excellent oral and written communication skills.

Solid interpersonal skills.

Effective time management and project management abilities.

Ability to function and form decisions with little to no supervision.

EDUCATION AND EXPERIENCE

High School Diploma, or GED, required. Minimum of one (1) year maintenance experience, including mechanical and electrical troubleshooting. Knowledge of HVAC preferred.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Talking:	Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
Average Hearing:	Able to hear average or normal conversations and receive ordinary information
Repetitive Motion:	Movements frequently and regularly required using the wrists, hands, and/or fingers. Requires repetitive stooping, kneeling, crouching and climbing ladders.
Average visual abilities:	Average, ordinary, visual acuity necessary to prepare or inspect equipment, or operate machinery.
Physical strength:	Frequent walking and lifting. Exerts up to 50-70 lbs of force frequently.
Finger Dexterity:	Using primarily just the fingers to make small movements such as typing, picking up small objects, pinching fingers together, feel objects, tools, or controls.

WORKING CONDITIONS

Will work with hazardous chemicals and/or machinery occasionally or significantly unpleasant conditions. Noise level is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Position descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

I have read and received a copy of the position description.

Employee

Date