**Utilities Maintenance Technician Assistant Standard Job Description**

**Classification Title:** Utilities Maintenance Technician Assistant

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 7

**Minimum Pay:** $18.23

**Job Description Summary:**

The Utilities Maintenance Technician Assistant, under general supervision, performs general maintenance. Assists Technicians, Utilities Electricians, and other Utilities personnel in the preventive and corrective maintenance and repair of equipment and machinery as directed.

**Essential Duties and Tasks:**

**40% Equipment Maintenance and Support**

* Assists with the preventive, predictive, and corrective maintenance of various types of heavy equipment and utility systems.
* Receives on-the-job training and assists in performing equipment maintenance and reliability assignments.
* Cleans and maintains equipment and work areas.
* Participates in skill development initiatives and training related to equipment maintenance.

**20% Tool and Supply Management**

* Assists the crew by retrieving tools, supplies, and parts and delivering them to the job site accurately and promptly.
* Ensures that all tools, ladders, and containers/materials are properly stored between workdays.
* Moves and lifts heavy loads using forklifts, cranes, hoists, and mobile cranes.

**10% Documentation and Compliance**

* Locates and retrieves information regarding MSDSs, piping and instrumentation drawings, maintenance records, and technical manuals to ensure assignments are efficiently executed.
* Participates in classroom and trade-related instruction to enhance knowledge of regulations and codes.

**10% Safety and Communication**

* Contributes to a safe work environment by reporting accidents and unsafe working conditions and using proper personal protective equipment.
* Ensures that all communications to customers are responsive, respectful, professional, and solutions-oriented.

**10% Commitment to Service Quality**

* Commits to continuously improving the quality and value of service provided to customers.
* Strives to exceed customer expectations in every interaction by providing personalized and professional solutions.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High School Diploma or equivalent combination of education and experience.
* One year of general maintenance experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Hand Tools
* Forklift

**Physical Requirements:**

* Ability to lift and move heavy objects.
* Ability to climb stairs and ladders, stand for extended periods of time.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**