 **Transportation Maintenance Technician Standard Job Description**

**Classification Title:** Transportation Maintenance Technician

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 7

**Minimum Pay:** $17.35

**Job Description Summary:**

The Transportation Maintenance Technician is responsible for the production and deployment of signs, barricades and other devices used for traffic and pedestrian notification and control, as well as performing basic parking structure repairs. Assists in the support of special events.

**Essential Duties and Tasks:**

**40% Maintenance and Repair**

* Responsible for general maintenance and repair of parking-related buildings, facilities, and equipment.
* Repairs and maintains machinery and mechanical equipment, including pumps and motors.
* Lubricates and cleans mechanical parts.
* Assists with painting and striping parking lots and facilities as assigned.

**20% Equipment Operation and Fabrication**

* Sets up and operates drill press, grinder, and other metalworking tools for repairs.
* Assists with assembling and installing parking lot, garage, and informational signage.
* Observes areas requiring attention and repair, including signage and barricades.

**10% Event Support and Safety**

* Assists with labor-intensive special event functions, including placing and recovering traffic devices.
* Promotes security of vehicles and parking structures to ensure compliance with policies.

**10% Administrative and Support Tasks**

* Reviews time worked and responds to email.
* Assists supervisor with purchase orders for parts and supplies.
* Participates in periodic maintenance and support tasks across facilities.

**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 graduation or any equivalent combination of training and experience.
* Two years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Hand/Power Tools
* Computer
* Forklift
* Telephone
* Welder

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* None

**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**