Maintenance Job Duties

☐ Analyze and repair or replace lighting fixtures such as lamps, switches, ballasts, contractors, controllers, and wiring; receptacles, circuit breakers, panel boards, switch gear, motor starters, and wiring connections.

☐ Analyze vehicle maintenance records to ensure proper fleet cost and budgetary preparations.

☐ Assist with routine maintenance or repair of facility, fixtures and/or equipment.

☐ Assist with the management of the abatement of asbestos containing materials and other environmental hazards during the design and renovation of campus facilities.

☐ Build and install cabinets, doors, base boards, and shelves.

☐ Build and repair roofs made of metal, fiberglass panels, gravel, or composition.

☐ Build and set concrete forms and rebar, and pour and finish concrete.

☐ Build asphalt ramps for handicap access.

☐ Calculate and estimate materials needed for jobs.

☐ Check air conditioning, heating, and refrigeration equipment in buildings.

☐ Check and approve work orders, labor logs, supply requests, and mileage reports.

☐ Check and repair electrical commercial and residential kitchen equipment.

☐ Check in freight from delivery truck against invoice to make sure merchandise is complete.

☐ Check water levels in high voltage vaults or tunnels; remove water when necessary with sump pump.

☐ Clean according to procedures.

☐ Complete work orders.

☐ Conduct annual inventory.

☐ Conduct daily inspections, check stock supplies, order supplies and ensure the safe operation of equipment.

☐ Conduct preventative maintenance.

☐ Conduct quality assurance and document field test results.

☐ Construct cabinets, shelving, and furniture for office buildings, installing and hanging when necessary.

☐ Construct walks, curbs, valve boxes and barricades.

☐ Coordinate and oversee the installation of equipment.

☐ Coordinate and resolve warranty issues for new construction.

☐ Coordinate equipment deliveries and repairs.

☐ Coordinate maintenance, repairs and custodial needs for facilities.

☐ Coordinate planning, design, bidding and construction process to assure conformance with university standards, laws, codes, and regulations have been incorporated in the contract documents.
- Coordinate replacement of supplies, facility upgrades and repair.
- Coordinate work of Facilities’ shops with that of outside contractors and consultants to ensure efficient work flow and solve problems.
- Deliver and pick up vehicles to/from maintenance shops.
- Demonstrate use of equipment.
- Diagnose mechanical malfunctions/problems.
- Dig ditches.
- Direct inventory of materials and equipment located in the unit.
- Drive university vehicle.
- Ensure efficient operations of electrical systems and equipment.
- Ensure shops maintain a safe work environment.
- Ensures compliance with SDLC and department standards.
- Establish and update a preventative maintenance (PM) program.
- Establish punch list items with architect and engineer and contractor for completion.
- Estimate labor, materials, equipment, and construction costs for projects.
- Evaluate and make recommendations on facility conditions, renovations, repairs.
- Fabricate parts or components to meet special situations.
- Function on call as needed.
- Gather all materials needed for each job.
- Inspect and evaluate the condition of the grounds, practice and game facilities and layout.
- Inspect and maintain equipment.
- Inspect assigned areas for work quality.
- Inspect buildings and perform preventative maintenance as needed.
- Inspect equipment for defects.
- Locate utilities for repairs.
- Log in orders, wait on customers, and answer questions.
- Maintain a clean and safe work environment.
- Maintain and calibrate safety equipment.
- Maintain and make minor repairs on equipment and report broken machines.
- Maintain and mark fields.
- Maintain, operate, and repair equipment as needed.
- Manage construction activities for campus projects in the construction process.
- Operate and maintain university vehicle.
- Operate chillers, pumps and cooling towers.
- Operate compressors, water treatment systems, and other equipment.
- Operate heavy equipment.
- Order and maintain inventory of general and specialized tooling.
- Order and obtain parts, supplies, material, and services.
- Oversee and coordinate maintenance and repair of campus recreation facilities.
- Oversee the general campus landscape condition, initiate projects to ensure stewardship of landscape and other natural resources.
- Paint area using brush, roller, spray gun and spray can.
- Perform all basic custodial duties.
- Perform inspections.
- Perform irrigation repairs.
- Perform maintenance tasks such as pruning, trimming, weeding of annual shrubs and ground cover.
- Perform other duties as assigned.
- Perform routine trouble-shooting and maintenance of equipment.
- Perform underground electrical work on high-voltage distribution equipment.
- Pick up litter in assigned areas and empty trash containers.
- Plan, design, schedule and estimate various requests for projects such as facility modification/renovation, small construction jobs or major maintenance.
- Plan, schedule and coordinate general maintenance, major repairs and remodeling or construction projects.
- Prepare exterior and interior for painting.
- Remove asbestos and encapsulate exposed areas.
- Remove leaves and/or debris.
- Remove, clean and repair job and drainage sites campus wide.
- Repair and maintain electrical equipment.
- Repair and replace broken glass in windows or doors.
- Repair and replace components.
- Repair, replace, and maintain existing fixtures, equipment and systems concerning building maintenance.
- Require contractor to correct or replace unsatisfactory materials and workmanship.
- Restore power to buildings and equipment by identifying problems, re-routing power, and making repairs.
- Restore, repair A/C to entire building or floor of building.
- Review shop drawings, equipment, and finished material submittals associated with construction projects.
- Review space allocation and departmental needs.
- Schedule and perform preventative maintenance on university vehicles.
- Service and maintain equipment.
- Set up and operate apparatus or equipment.
Submit and/or process work orders for maintenance requests.
Submit materials requests for equipment and tools.
Supervise building maintenance and renovation projects assigned.
Supervise installation and maintain street and traffic control signs, fences, ramps, and retaining walls.
Supervise maintenance and set up of electrical equipment, lighting and other equipment for events.
Supervise purchase order requests.
Supervise routine and non-routine vehicle maintenance schedules.
Supervise staff and student employees.
Terminate and/or splice and connect high-voltage distribution wiring to transformers and switches.
Track completion of preventive maintenance work requests.
Troubleshoot, repair, replace, and perform preventative maintenance on electrical equipment.
Unstop clogged commodes, urinals, sinks, bathtubs, shower & floor drains, and sewer.
Use hand tools and measuring devices.
Visit campus construction projects to determine acceptable quality of construction and for contract compliance.
Work with architects, vendors, contractors and other offices & entities.
Write bid specs, maintenance contracts, invitations to bid.

For additional assistance please contact performancemgmt@txstate.edu or 512.245.2557. This information is available in alternate format upon request from the Office of Disability Services.