

RANGE N01

**JTC NO. TP3
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Facilities Maintenance Service Helper

DATE PREPARED: Summer 2014

DATE REVISED: Spring 2015; Fall 2016

GENERAL SUMMARY:

An entry level position that performs a variety of tasks requiring basic skills in assisting skilled craftsmen.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Performs manual work in connection with a variety of building maintenance activities.

Assists skilled workers or technicians engaged in carpentry, painting, plumbing, and electrical work.

Maintains tools and equipment.

Ensure safe working conditions; cleans up and stores materials in designated location.

Performs related work as required.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, dig, haul, pull, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

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MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

- Educational development which has produced the ability to read, write and apply common sense to carry out oral and/or written instructions.
- Ability to interact effectively with individuals from diverse backgrounds.
- Strong knowledge and experience providing effective customer service.
- Requires valid driver's license.
- *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

Created: 05/2014 – emm
Revised: 04/2015 – emm
Revised: 1/2016 - emm
ADA/tmm 9.18.18