



Job Description

Job Title: Facilities Maintenance Service Helper

JTC: TP3

Salary Range: N01

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Able to assist the supervisor in maintenance and repair of all facility equipment.

Demonstrate ability to handle multiple demands.

Ability to interact effectively with individuals from diverse backgrounds.

Ability to multi-task in fast paced, demanding environment.

Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

High School Diploma is required plus one (1) year of experience. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Assist with performing general preventative maintenance and corrective repair of building industrial systems, equipment and grounds.

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.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer services to clients.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance. Reducing