

JOB TITLE: MAINTENANCE TECHNICIAN/ OSHA COMPLIANCE OFFICER

CLASSIFICATION: N4 (80%)

REPORTS TO: CAMPUS DEAN - Madison

**COORDINATES WITH: Associate Dean of Academic Affairs –(Lawrenceburg) and/or
FACILITIES Manager and COORDINATOR (Lawrenceburg)**

SUPERVISION GIVEN: none

GENERAL PURPOSE AND SCOPE OF POSITION:

Perform building/equipment maintenance as assigned. This position also has responsibility for regional OSHA regulation compliance and the regional Hazardous Materials Program.

SPECIAL SCHEDULING CONSIDERATIONS: This position is intended to serve Madison and Lawrenceburg equally. The person in this position must be flexible and expect to normally report to each campus a minimum of 2 days per week. Adjustments in scheduling will occur as logically indicated by the priorities of the region and as determined by the Campus Deans.

DUTIES AND RESPONSIBILITIES: Maintenance

- ◆ Work in concert with facilities coordinators at Madison and Lawrenceburg
- ◆ Provides maintenance/custodial support for the department of facilities
- ◆ General custodial duties may include classrooms, labs, lounge areas, offices, office areas, hallways, restrooms and other areas
- ◆ Move furniture and equipment as required
- ◆ Change light bulbs, and clean air filters as needed
- ◆ Replenish consumable and disposable supplies as appropriate
- ◆ Repair and maintain heating and air equipment
- ◆ Repair and remodel facilities as necessary
- ◆ Repair and maintain utility services as required
- ◆ Perform daily and emergency work orders as prioritized by Facilities Coordinator
- ◆ Maintain and repair college owned vehicles, tractors, mowers, and related equipment
- ◆ Perform preventive maintenance on all college equipment
- ◆ Assist with delivery of equipment and supplies
- ◆ Removes snow as directed including early hours prior to buildings opening when needed.
- ◆ Performs landscaping and grounds keeping duties including grass mowing
- ◆ Monitor parking lots and grounds for security and safety concerns/violations
- ◆ Reconcile credit card purchases

DUTIES AND RESPONSIBILITIES : OSHA Compliance Officer

- ◆ Acquire, compile, update and maintain a valid master list of chemicals and Material Safety Data Sheets for all facilities
 - ◆ Conduct and verify Hazard communications employee training and department specific training
 - ◆ Determine hazard rating when new chemicals are purchased or when update Material safety Data Sheets (MSDS) are received
 - ◆ Verify that hazard communications information has been issued to contractors: monitor contractor activity
 - ◆ Ensure accuracy and location of MSDS binders in each department
 - ◆ Develop a working knowledge of OSHA regulations and ensure regional compliance at all times
 - ◆ Maintain a current regional hazardous communications program
- ◆ The above lists are not to be construed as exhaustive lists. Other duties logically associated with the position may be assigned.

ALERT:

The performance of the duties of this position can result in exposure to Hepatitis, AIDS, and other infectious diseases through contact with blood borne pathogens/body fluids. Compliance with policies regarding use of preventive equipment and safety measures is required. The employee in this position is also required to undergo a series of Hepatitis B immunizations. Immunizations are provided at no charge to the employee.

EDUCATION AND EXPERIENCE:

Must possess maintenance skills including, electrical, carpentry and plumbing. Should possess a basic knowledge of OSHA regulations with a willingness to learn more, and have experience in inventory processing and control. Current driver's license required.