Saint Michael's College
Job Description

Job Title: Technical Trades Technician-Lighting

Department: Facilities

Supervisor or Manager: Associate Director of Facilities, Technical Trades

Date Created: 12/12/05  Last Revised: 12/12/05  FLSA Status: NE

Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- Lighting inside campus buildings is maintained at an optimal level
- Emergency, exit and egress lighting is kept in compliance with codes
- Friendly and courteous communication with the campus community takes place on a regular basis
- Daily work orders are completed in a timely manner

Essential Duties and Responsibilities:
- Responds to daily work order system requests
- Replaces light bulbs and repairs/replaces broken light fixtures, broken light switches and photocells
- Tests and repairs emergency, exit and egress lighting systems with battery back-up
- Recycles mercury-containing bulbs per Vermont State Regulations
- Maintains inventories and stocks light bulb hubs
- Performs miscellaneous job-related duties as assigned

Secondary Responsibilities:
- Assists Electricians during peak work times

Positions Supervised:
- None

Major Contacts:
- Faculty/staff/students
- Priests
- Food Service workers
- Visitors

Demonstrates Excellence:
- Organizes and prioritizes work order requests in an efficient manner for peak productivity
- Pays careful attention to the details of a project and consistently completes work orders on time
- Has the demonstrated ability to work with a diverse community
- Maintains the campus lighting system so that it reflects an appearance of a well maintained environment
- Demonstrates a good working knowledge of basic electricity and light fixtures in all aspects of work
- Ensures safety of self and others in work areas that helps department achieve an excellent safety record

Education and Work Experience:
- High school diploma or equivalent
- Some electrical or electronic background preferred

Analytic Skills:
- Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures.

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Language and Literacy Skills:
• Reads and/or understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Little or no writing is required for position.

Computer/Technology Skills:

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<thead>
<tr>
<th>Software</th>
<th>Level</th>
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<tr>
<td>Microsoft Word</td>
<td><em>X</em> working knowledge</td>
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<tr>
<td>Microsoft Excel</td>
<td><em>X</em> working knowledge</td>
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<tr>
<td>Microsoft Publisher</td>
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<td>Microsoft Powerpoint</td>
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<td>Microsoft Outlook</td>
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<td>Adobe Acrobat</td>
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<td>Quark</td>
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<td>Datatel</td>
<td><em>X</em> None</td>
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<tr>
<td>Internet Research</td>
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<tr>
<td>Other:</td>
<td>School Dude-working knowledge</td>
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Licenses, Certifications and Other Requirements:
• Must meet driver’s eligibility requirements as stated in the Saint Michael's College Vehicle Use Policy

Physical Demands:
Work is often performed in a typical non-office environment requiring:
• Standing and/or walking for extended periods of time
• Reaching by extending hand(s) or arm(s) in any direction
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
• Basic agility for lifting and maneuvering large amounts of weight
• Communication skills using the written and/or spoken word
• Vision sufficient to see objects within normal parameters, peripherally and at a distance
• A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
• Some degree of exposure to physical risk

While performing the duties of Technical Trades Technician-Lighting, the employee is occasionally required to lift and/or move 26-50 pounds.

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. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
• Capability to work a regular part-time position at 20 hours per week
• Use of personal vehicle required
• Must possess previous training or be trained in basic electrical safety before starting the job
• Capacity to carry and work from ladders and high locations
• Ability to work alone with little supervision
• Must receive all mandatory training as required under State and Federal laws for the following:
  o Asbestos
  o Ergonomics
  o Personal Protective Equipment
  o Blood Borne Pathogens
  o Lock Out/Tag Out
  o Respiratory
  o HazCom
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- Confined Space
- Universal Waste
- Fire Extinguisher
- Driver’s Training
- Personnel Lift (Genie)

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.