

Part-Time Workforce Maintenance Technician Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=233980>

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Posted Apr. 3, 2024, set to expire Mar. 28, 2025

Job Title	Part-Time Workforce Maintenance Technician
Department	Workforce & Community Development
Institution	Lee College Baytown, Texas
Date Posted	Apr. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Information Technology Facilities/Maintenance/Transportation
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Job Description

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Part-Time Workforce Maintenance Technician

Salary: \$17.89 Hourly

Job Type: Part-Time

Job Number: FY2300267

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

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Position Overview

Provide technical support to the Center for Workforce and Community Development for training labs, equipment, software, and computers for non-credit courses and programs. This position can be fast-paced at times and requires excellent time management, problem-solving and troubleshooting skills. This position requires regular interaction with a diverse range of students and business partners.

Essential Duties & Responsibilities

- Prepare lab equipment for class use - ensure equipment is operational and classrooms or other training spaces are in satisfactory, repaired, and stocked with the necessary materials and tools.
 - Perform functionality tests on tools and equipment as necessary.
 - Organize, store, file, and maintain software, equipment, and tool documentation.
 - Manage inventory of tools and equipment.
 - Troubleshoot equipment and software in Center's workforce labs.
 - Perform routine inventory, maintenance, and repairs of Center tools, equipment, supplies, software, and networks.
 - Perform necessary cleaning of items or locations using standard custodial equipment and/or powered equipment.
 - Assist in marketing events by setting up and configuring equipment, demonstrating equipment, and talking to potential students.
 - Follow safety procedures, maintain a safe work environment, and respond according to established protocols to emergency situations. Additional duties and responsibilities include, but are not limited to:
 - Adhere to Center standards for customer service.
 - Undertake administrative tasks as requested.
 - Travel within the Lee College service area as needed.
 - Perform other duties as assigned College benefits do not accrue with this part-time position.
- Work schedule is not to exceed 19.5 hours per week. This is a security sensitive position.

Additional Duties & Responsibilities

Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

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- High School Diploma or equivalent (G.E.D.)
- Two (2) years of experience as technician or technician helper, including documented self-employment experience
- Instrumentation/Electrical Certification preferred
- Self-starter and the ability to complete assignments within the required timeframe
- Strong technical skills
- Detail-oriented, ability to multitask, and meet deadlines
- Must be able to work independently with limited supervision and collaboratively with diverse populations, groups, and teams
- Excellent interpersonal and problem-solving skills
- Strong organization skills
- Ability to effectively manage multiple competing priorities
- Act with discretion and maintain confidentiality
- Must be able to climb ladders of less than twenty (20) feet
- Must be able to lift and move boxes/items up to forty (40) pounds
- Must be able to travel within the Lee College service area
- Must be available to work early mornings, evenings, and weekends as needed

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4103449/part-time-workforce-maintenance-technician>

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

N/A

Lee College

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