AUBURN
Human Resources

Tech I, Service Support

Job Description

JOB INFORMATION

Job Code	NA10A
Job Description Title	Tech I, Service Support
Pay Grade	FM05
Range Minimum	$28,680
33rd %	$32,020
Range Midpoint	$33,690
67th %	$35,370
Range Maximum	$38,710
Exemption Status	Non-Exempt
Approved Date:	10/2/2026 3:07:48 PM

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Facilities Services

JOB SUMMARY

Performs custodial work, materials handling, and logistics support including special events support.

RESPONSIBILITIES

- Moves furniture and fixtures using trucks, hand trucks, forklifts, and hydraulic lifts.
- Picks up and delivers custodial materials and supplies.
- Performs custodial work such as window washing and pressure washing.
- Assists with setup, take apart, and logistic support (e.g. tents) for special events.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Ability to read and write	Some reading and writing	and	0 years of	experience in special event support and/or facilities/building maintenance.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Follows detailed instructions and procedures.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting			X			
Lifting					X	50-100lbs
Climbing				X		
Stooping/ Kneeling/ Crouching			X			
Reaching					X	
Talking				X		
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.