



JOB TITLE: Maintenance

JOB CODE: Hourly

Department Name: Facilities
Reports To: Maintenance Manager
Location: Mt. Pleasant or Harrison Campus

EX/NE: Non - Exempt
Pay: Grade 3, Per ESPA Agreement
Last Revised: July 2015

POSITION SUMMARY:

Mid Michigan College seeks individuals who: value collegiality and mutual respect; use data in decision making; are innovative; are service minded; are goal oriented; strive to continually improve themselves and their work processes; are willing to collaborate and seek to add value in every interaction.

This position is responsible for assisting in the upkeep of the College buildings and grounds.

ESSENTIAL JOB FUNCTIONS:

1. Completes miscellaneous maintenance on the building and property, which could include but is not limited to painting, plumbing, basic electrical repair, set-up and repair of school related equipment, welding, and general repairs of the building and property.
2. Maintains exterior landscaping including cutting grass, removal of trash, trimming shrubs, and removal of leaves. Completes general landscaping of the facility grounds to ensure a presentable appearance at all times.
3. Inspects and maintains equipment (e.g., mowers, trimmers, leaf & snow blowers, etc.).
4. Maintains safe parking areas and pedestrian areas by removing snow and salting walks when needed. Ensures the grounds are safe at all times, in all climates, including keeping walkways and grounds free from ice, snow, etc.
5. Climbs to/from and works at various elevated heights on ladders, scaffolding, and roofs in a safe and effective manner.
6. Keeps workshop and other areas clean, orderly, and safe.
7. Completes work requests as assigned.
8. Operates specialized equipment such as dump truck, front-end loader, and snow plow.
9. Checks College vehicles to insure proper and safe operations; performs routine maintenance (e.g., tune ups, oil changes, and tire repair) and emergency repairs; reports mechanical problems to supervisor.
10. Supports and serves as a role model for our mission, vision, strategic and service initiatives. Adheres to the organization's policies & procedures, and compliance guidelines.
11. Performs other duties as assigned.

BACKGROUND AND JOB REQUIREMENTS:

Knowledge, Skills, Abilities:

- Knowledge of appropriate safety practices and techniques.
- Strong time management skills.
- Basic mechanical skills.
- Ability to assess basic HVAC repairs.
- Ability to make routine building repairs.
- Ability to plan and carry out work independently, with limited supervision.
- Ability to communicate effectively, both verbally and in writing.
- Ability to follow written and oral instructions.
- Ability to present a professional manner at all times, communicating in a positive manner with all personnel and the public.

Education, Certification, Licensure:

- High School Diploma or equivalent required.
- Valid Michigan Driver's License.

Experience:

- Six (6) months of experience in mechanical repairs required.
- General and finish carpentry experience required.
- Experience in operating heavy equipment, forklift, snowplow, dump truck and loader preferred.
- Previous working experience in a college environment preferred.

WORKING ENVIRONMENT:

- The job responsibilities of this position are performed in an office building environment relevant to higher education and programs offered (i.e., automotive lab, welding lab, machine/plastics manufacturing, etc.)
- Proper PPE will be provided by the College in accordance MIOSHA standards.
- There may be occasional travel to other college locations for meetings.
- There may be occasional travel for conferences/training.
- Duties are performed in an independent atmosphere without close direct supervision.
- The job requires continuous physical exertion, such as walking, standing, sitting, stooping, bending, climbing, lifting material or equipment, some of which may be heavy or awkward (5- 75 pounds).
- Some discomfort due to heat, dust and noise may occur.
- Work is moderately deadline oriented, and can include multiple demands.
- Typical work schedule is 1st Shift with varying start/end times between 7:00am – 4:30pm with flexible or extended hours as approved by the Maintenance Manager.

Note: This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.

Employee Signature: _____

Date: _____