



**JOB TITLE: Maintenance Specialist**

**JOB CODE: Hourly**

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

EX/NE: Non - Exempt  
Pay: Grade 4, Per ESPA Agreement  
Last Revised: October 2017

**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.

The Maintenance Specialist position will work under the general direction of Maintenance Manager in performing semi-skilled and skilled work in the operation of the college, while exercising considerable independent judgement in areas of mechanical, electrical, and plumbing fields.

**ESSENTIAL JOB FUNCTIONS:**

1. Performs preventative/corrective maintenance of building systems and equipment. May perform various mechanical functions associated with diagnostics, tear down and repair of equipment throughout building systems.
2. Repair and replacement of pumps, motors, electrical components, plumbing fixtures, and controls as needed.
3. Individuals may be exposed to a variety of hazards including: working at heights, electrical hazards, chemical hazards, confined spaces, outside in various weather related conditions, noisy conditions, and in or with moving vehicles and/or equipment.
4. Individual will also be required to participate in snow removal and lawn maintenance operations when asked.
5. Performs routine movement of furniture, fixtures, and equipment as needed.
6. Maintain a clean orderly and safe working environment and areas.
7. Complete work orders as assigned.
8. Operation of specialized equipment such as snow removal equipment, dump trucks, tractors, fork trucks, and lifts.
9. Use of building automation systems to monitor, control, and diagnose issues surrounding the HVAC/R, Plumbing, and Electrical facilities at all Mid sites.
10. Proper use of a variety of electrical and hand tools.
11. Perform inspections and repair of life safety systems to include but not limited to emergency lighting, and fire systems.
12. Establish and maintain effective working relationships with college employees and the public.
13. Adheres to all State and Federal code and safety regulations. Performs other duties as assigned, including emergency call-in.

**BACKGROUND AND JOB REQUIREMENTS:**

**Knowledge, Skills, Abilities:**

- Proficiency in all the following O&M areas: HVAC/R, Electrical, Control systems, and Plumbing practices.
- Ability to: recognize and locate conditions which require repair or maintenance, maintain records, read and interpret schematics, read and apply operating/repair instructions and contract provisions, explain technical

information to others, learn and apply principles and practices of contract administration, general computer proficiency.

- Knowledge of: methods, tools, and equipment used in the repair of heating and air conditioning equipment in buildings and structures; the operating principals of heating, air conditioning, refrigeration, electrical 0 to 600 volts, and plumbing equipment; computerized energy management software; basic arithmetic; work safety practices related to operations.
- Universal Certification for handling refrigeration in accordance with EPA regulations.
- Experience in operating heavy equipment such as, forklift, snowplow, dump truck, and loader preferred.
- Ability to plan and carry out work independently with limited supervision.
- Ability to follow written and verbal instructions.
- Proper and professional communication skills with all personnel, both public and private.
- Strong time management skills.
- Ability to clearly communicate effectively, both verbally and in writing.

#### **Education, Certification, Licensure:**

- Associates degree preferred, High School Diploma or GED required.
- Valid Michigan Driver's License.

#### **Experience:**

- Three to five years' progressive experience operating, maintaining, and repairing boiler equipment including operating, repairing ventilation and air conditioning equipment: or a combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge, abilities, and skills.
- 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 frequently deadline oriented, and can include multiple demands.
- Typical work schedule is 1<sup>st</sup> Shift with varying start/end times between 7:00am – 4:30pm with flexible or extended hours as approved by the Maintenance Manager.
- On call availability to handle department issues, emergency situations, etc. may occur.

***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: \_\_\_\_\_