



JOB TITLE: Lead Maintenance

JOB CODE: Hourly

Department Name: Facilities
Reports To: Director of Facilities
Location: Mt. Pleasant or Harrison Campus

EX/NE: Non - Exempt
Pay: Grade 5, Per ESPA Agreement
Last Revised: September 2020

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.

Works as a liaison in organizing and accomplishing maintenance operations as outlined by the Associate Director of Facilities and/or Director of Facilities. Ensures that the buildings and grounds are safe, clean, and well serviced, and that preventative maintenance regularly occurs. Responsible for ensuring that the heating, ventilation, and air conditioning systems are operating properly. Handles emergency situations as they arise, and is on-call for emergency and weather related needs at all times.

ESSENTIAL JOB FUNCTIONS:

1. Ensures preventative maintenance program and schedule is in place. Assist with implementing preventative maintenance schedule for all mechanical systems, cooling systems, plumbing, grounds, electrical and emergency systems, and painting.
2. Assists with troubleshooting and investigative checks in response to problems that arise. Responds to service requests for routine and emergency maintenance issues.
3. Constructs and remodels interior and exterior special projects, such as room partitions, cabinets, tables, and fencing. Works at various heights using ladders, scaffolding and roofs in a safe and effective manner.
4. Assists with assigning the work of other maintenance employees as outlined by the Associate Director of Facilities and/or Director of Facilities to include training.
5. Identifies areas in need of repair or improvement and participates in and/or ensures repair and installation work is completed.
6. Troubleshoots and/or repairs basic electrical problems (e.g., locates/isolates breakers, replaces switches, outlets, or ballasts, etc.). Works with Master Electrician on more complicated issues and assists with new construction.
7. Assists with organizing and assigning the work of seasonal grounds maintenance to ensure the campus is ready for summer and winter conditions. Determines when snow removal activities are needed and assigns and arranges for completion.
8. Operates equipment (e.g., forklift, loader, dump truck, snowplow, commercial lawn equipment) necessary to perform maintenance functions.
9. Regularly inspects facilities, grounds, and equipment to ensure work is completed in a timely, qualitative manner. Identifies areas in need of repair or improvement and participates in and/or ensures repair and installation work is completed.

10. Evaluates condition of maintenance equipment and vehicles and arranges for maintenance and repairs.
11. Supports and serves as a role model for our mission, vision, strategic and service initiatives. Adheres to the organization's policies and procedures, and compliance guidelines.
12. Attends and participates in departmental staff meetings as appropriate.
13. Performs other duties as assigned.

BACKGROUND AND JOB REQUIREMENTS:

Knowledge, Skills, Abilities:

- Effective leadership skills to organize and prioritize the maintenance work and personnel. Works collaboratively with staff to ensure efficiency.
- Interpersonal skills necessary to communicate effectively, verbally and in written form, with various constituencies, including students, faculty, administrators, and external constituencies.
- Mental ability to adapt and respond to multiple priorities and demands, deal with student/staff/faculty concerns, and resolve related problems in a respectful manner.
- Demonstrated leadership skills to effectively assign and accomplish daily departmental operations.
- Ability to handle, investigate, and respond to emergency and/or problem situations in a tactful, courteous, and respectful manner.
- Ability to read blueprints accurately.
- Ability to read, speak, write, and understand the English language clearly.
- Knowledge and experience in automotive repair, heating and cooling systems, electrical systems, plumbing, and construction.
- Knowledge of and ability to utilize basic electrical concepts.
- Demonstrated proficiency in utilizing and following appropriate safety protocols.

Education, Certification, Licensure:

- Associates degree or relevant certification(s) combined with experience 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.
- Experience operating industrial level equipment (e.g., loader, forklift, dump truck, snow plow, commercial lawn equipment).
- Must have team leader, line leader, or other leadership experience that involved organizing, prioritizing, and assigning the work of others.

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 1st 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: _____