

POSITION DESCRIPTION

JOB TITLE: MAINTENANCE MECHANIC

DEPARTMENT: PHYSICAL PLANT

DIVISION: FINANCE

RANGE: \$36,637 -\$41,600

HOURS PER WEEK: 40

FLSA: NON-EXEMPT

IMMEDIATE SUPERVISOR: MAINTENANCE MECHANIC SUPERVISOR

SCHEDULE DETAILS: CLASSIFIED STAFF

DATE OF LATEST REVIEW/REVISIONS: MAY 2024

Position Summary

Provide maintenance and repair services to college facilities and equipment, including but not limited to the “Essential Job Duties” listed below

Essential Job Duties

- Perform general maintenance and upkeep on all college facilities/equipment, including student housing.
- Repair and perform preventive maintenance services on plumbing, HVAC, and electrical equipment.
- Perform general remodeling/repair tasks.
- Light maintenance on boilers and boiler controls.
- Maintain and install light fixtures, ballasts, circuits, and other electrical items according to codes.
- Conduct periodic inspection and tests of the emergency power system and the fire alarm systems.
- Maintain courteous and cooperative relations with all other units and personnel of the college in assigned maintenance tasks.
- Perform other related duties as may be assigned by the supervisor.

Required Knowledge, Skills & Abilities

- High School Graduate/GED
- Three years of related work experience.
- Ability to perform routine plumbing, electrical and mechanical work.
- Physically able to run appropriate equipment, climb ladders, and lift a minimum of 50 pounds.
- Ability to interpret mechanical, electrical, and structural drawings.
- Ability to perform preventive and breakdown maintenance on building electrical and mechanical systems.
- Knowledge of commercial building remodeling.
- Knowledge of personal and equipment safety procedures.
- Ability to organize work projects and supervise others if needed.
- Must possess valid driver’s license and driving record must not adversely affect college insurance.
- Ability to work cooperatively and communicate with college employees and the general public.
- Ability to work any shift and respond to emergency calls as needed.

Positions Supervised

- Student workers as needed.

Working Environment

- Both indoor and outdoor activity, with some exposure to noise, dust and chemicals.
- Normal college work hours, but adjustment of hours will be required from time to time.
- A neat appearance is required and appropriate apparel must be worn.

Physical

- Access information via the Crowder College computer network.
- Physically able to run grounds equipment, including ability to walk long distances while using a trimmer, and lift a minimum of 50 pounds.
- Ability to stoop, bend, and stretch frequently.
- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk and/or hear.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language/Communication Skills

- Ability to read and understand the English language.
- Ability to communicate effectively with a variety of people, including staff, students and the general public.
- Ability to understand oral or written instructions, and to ask appropriate questions for clarification.

***CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."* THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.