



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation NEHU

Date Issued: March 21, 1990 Department: Physical Plant

Title: Maintenance Mechanic Level: X

FUNCTION

To assist in the maintenance and upkeep of major fixed equipment, auxiliary equipment, appliances, special service equipment, laundry and kitchen equipment. Operate required equipment and tools related to these operations.

SOURCE OF SUPERVISION

Manager of Building Maintenance and Operations, Assistant Director, and Director of Physical Plant.

DIRECTION EXERCISED

Directs work of student helpers as assigned; may direct employees in lower classifications on occasion.

DUTIES AND RESPONSIBILITIES

Troubleshoots, installs and performs emergency repairs, minor repairs, major repairs, and scheduled preventative maintenance on commercial and household appliances.

Troubleshoots, installs and performs emergency repairs, minor repairs, major repairs and scheduled preventative maintenance on special service equipment to include bowling alley and rifle range.

Troubleshoots, installs and performs emergency repairs, minor repairs, major repairs and scheduled preventative maintenance on fixed and portable kitchen appliances.

Troubleshoots, installs and performs emergency repairs, minor repairs, major repairs and scheduled preventative maintenance of laundry equipment.

Troubleshoots, installs and performs emergency repairs, minor repairs, major repairs on fixed and auxiliary equipment and assists other trades in higher classifications on major repairs or unrelated trades duties.

Uses hand and power tools related to the maintenance, upkeep and preventive care of all job related equipment assigned.

Informs supervisor on the immediate condition of all assigned areas. Maintains good relations with the public and staff; maintains neat and well-groomed appearance; observes safe working practices.

Performs other related duties as assigned.

The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

Approved: _____ Date: _____
Signature

Date Issued: April 19, 1990

Department: Physical Plant

Title: Maintenance Mechanic

Level: X

JOB QUALIFICATIONS

Graduation from high school with a minimum of two years in a related trade school or equivalent education, with three (3) years experience in the maintenance and upkeep of facilities, major fixed and auxiliary equipment, special service equipment, appliances, laundry and kitchen equipment.

Must possess or have the ability to obtain a valid Michigan driver's license, a telephone and the ability to work overtime as assigned. Must have a good working knowledge of theory, operation, repair and upkeep of electrical and mechanical equipment, controls and related components with the ability and willingness to obtain additional knowledge.

Must have adequate health and physical condition to handle heavy manual tasks, ability to hear the conversational voice, with or without a hearing aid as required; ability to speak and to be understood, under normal circumstances; full use of arms, hands, legs and feet or sufficient use of all limbs to accomplish assigned tasks; ability to lift and carry items weighing up to 80 pounds.

Must have ability to work well on his/her own; ability to be trustworthy and maintain confidentiality; ability to read and follow written and oral directions, and to plan and work well independently.

Department Head Signature

Date