

LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation NEHU

Date Issued: 07/15/2010

Department: Physical Plant

Title: Maintenance Mechanic

Level: XI

FUNCTION

To perform preventive and corrective maintenance, trouble shoot, inspect, test, and calibrate major fixed and portable equipment, appliances, commercial housekeeping equipment and food service equipment. Assist other trades as when required, fills in for other trades when needed and operates equipment and tools related to these positions.

SOURCE OF SUPERVISION

Facilities Manager of Trades and Central Heating Plant, Director of Facilities and other designated Facilities Managers as needed.

DIRECTION EXERCISED

Directs the work of student helpers as assigned and also employees in lower and higher classifications when required.

DUTIES AND RESPONSIBILITIES

Performs preventive, corrective and emergency repairs on major fixed equipment such as air handling units, return air fans, exhaust fans, condensate receivers, commercial kitchen equipment, household appliances, emergency generators, compressors and other related equipment.

Performs preventive, corrective and emergency repairs on portable equipment such as pumps, compressors, generators, portable powered tools, portable kitchen equipment, portable safety equipment and other related equipment.

Performs preventive, corrective and emergency repairs on fixed and portable emergency and safety equipment including pumps, compressors, lighting, generators, fuel and charging systems.

Performs preventive, corrective and emergency repairs on electric motors and electric driven fixed and portable equipment and tools including repairs and replacement of brushes, bearings, capacitors, switches, seals, couplers and other related parts.

Performs preventive, corrective and emergency repairs on pumps including sewer injection pumps, condensate pumps, circulating pumps, hot water pumps, vacuum pumps and other related equipment. Maintenance to include repair and replacement of motors, couplers, bearings, seals, impellers and shafts and other related parts.

Performs preventive, corrective and emergency repairs on commercial housekeeping equipment to include automatic floor machines, carpet extractors, floor scrubbers, vacuums and other related equipment.

Performs building and mechanical room checks and reports any problems or issues that need to be addressed.

Assist other trades such as the electrician, HVAC mechanic, plumber and structural trades when needed and performs minor work in other trades in their absences.

Uses and maintains hand tools, power tools and test equipment needed to perform assigned tasks.

Provides a neat and safe working area and observes all safe working practices, codes and regulations.

Performs other tasks as assigned

QUALIFICATIONS

Graduation from high school with a minimum of two additional years in a related trades school or equivalent education and three (3) years of experience in the maintenance and upkeep of mechanical fixed equipment and related auxiliary equipment, portable equipment, appliances and commercial kitchen equipment.

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 a working knowledge of safe practices when working with electricity, plumbing, HVAC and structural trades.

Must possess or have the ability to obtain a valid Michigan driver's license and telephone and have adequate health, hearing, eye sight and physical condition to handle heavy manual tasks with the full use of all limbs to accomplish assigned tasks and be able to lift 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 direction; ability to plan and work well independently and maintain good relations with the public and staff.

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