

**MICHIGAN TECHNOLOGICAL UNIVERSITY  
CLASSIFICATION DESCRIPTION**

**JOB TITLE:** BUILDING MECHANIC II (Pay Grade 10A)  
**DEPARTMENT:** FACILITIES MANAGEMENT  
**HOURLY RATE:** \$18.78  
**EXEMPT (Y/N):** NO  
**SUPERVISOR:** FACILITIES MANAGER

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**AFSCME INTERNAL  
POSTING ONLY  
01/18/2012 TO 01/25/2012**

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**SUMMARY:** Accountable for operation and maintenance of all facilities systems within the building complex or zone as defined and assigned. Enhance a safe and comfortable environment for students, faculty and staff in a cost effective manner under minimum supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Ensure conformance to safety, security, and sanitation regulations.

Provide excellent customer service to a diverse group of internal and external customers.

Identify maintenance and custodial needs.

Establish and adjust work assignments to meet operational needs.

Maintain inventory and order parts and materials for maintenance and custodial operations.

Prepare maintenance and custodial inspection reports.

Conduct inspections of storage areas in order to maintain a neat, clean and well-organized area.

Perform general maintenance and repair work in the assigned areas and buildings to maintain the various structures including electrical systems, machines, pumps, heating systems, equipment, plumbing, furniture, window, etc.

Conduct daily inspection of doors, entrances, parking lots, elevators, snow conditions, HVAC equipment temperature control systems, pool systems, ice plant equipment, water systems, and steam systems.

Conduct weekly inspections of lighting, roof drains and flashing, cooling systems, chemical treatment, generators and fire systems.

Perform various preventative maintenance tasks according to a computerized schedule, and update and improve preventative maintenance when new equipment or procedures are installed.

Read and work from blueprints, sketches, schematic diagrams and instruction manuals.

Weld, cut, and sweat fittings, and perform routine carpentry, plumbing, and electrical work.

Conduct monthly readings of utility meters, and fire systems, and clean-up mechanical and electrical needs.

Operate safely and effectively all pieces of equipment pertaining to the facility systems.

Utilize a network terminal to interface with and operate the building systems HVAC energy management systems.

**SUPERVISORY RESPONSIBILITIES:**

Functional supervision is exercised over AFSCME employees. Effective supervision is exercised over student employees.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

**REQUIRED:**

High school diploma, with a minimum of two years in a related trade school or an Associate Degree in Construction, Technology, or related field or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

Two years experience supervising maintenance/custodial personnel.

Four years experience in building operations and maintenance including electrical, mechanical, architectural, HVAC, water systems, and refrigeration systems or equivalent.

Two years experience working with the general public/customers.

**DESIRABLE:**

Experience supervising bargaining unit personnel.

Experience working in an athletic, research, or academic facility.

## BUILDING MECHANIC II – FACILITIES MANAGEMENT

### **OTHER SKILLS AND ABILITIES**

#### **REQUIRED:**

Demonstrated knowledge of computers including email and search engines.  
Excellent interpersonal, customer service and oral/written communication skills.  
Demonstrated ability to independently organize and prioritize work assignments.  
Demonstrated ability to learn and follow instructions.  
Demonstrated ability to work harmoniously with people in varying situations, and in all areas when assigned.  
Demonstrated understanding of safe operating and maintenance procedures.  
Possess a valid Michigan driver's license and meet Michigan Tech University's vehicle use requirements.

**PHYSICAL DEMANDS:** The physical demands described here 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.

While performing the duties of this job, the employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; reach with hands and arms; and taste or smell. The employee is frequently required to stand and walk. The employee is regularly required to talk or hear and use hands to finger, handle, or feel an object.

The employee must frequently lift and/or move up to 50 pounds; occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception and the ability to adjust focus. The employee must be able to use a manual lift to change lights/ballast forty feet in height. The employee must be able to perform duties in confined spaces.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet, humid conditions (non-weather); fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; extreme cold (non-weather); risk of electrical shock and vibration. The employee must occasionally work near moving mechanical parts and work in high, precarious places.

The noise level in the work environment is usually moderate.