

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: MAINMCHEB31R

Civil Service Class and Level: MAINTENANCE MECHANIC-E

Working Title (What the agency calls the position): Maintenance Mechanic

Name and Position Code Description of Direct Supervisor: BURLEW, KASEY E; DEPARTMENTAL MANAGER-2

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

Bureau (Institution, Board, or Commission): Michigan Rehabilitation Services

Division: Michigan Career and Technical Institute

Section: Physical Plant Management

Unit: Maintenance

Work Location (City and Address)/Hours of Work: 11611 W Pine Lake Rd. Plainwell, MI 49080 / Monday through Friday first shift, various on-call

General Summary of Function/Purpose of Position: This position functions as a maintenance mechanic for a 24/7 residential training facility. This position has the responsibility to install, maintain, repair, and inspect mechanical equipment, electrical and HVAC systems. This position is also responsible for grounds maintenance, painting, repair of furniture and building fixtures. Must also have the ability to maintain a supply of parts and tools as well as work with the instructional staff to maintain all trade equipment to keep training classrooms in operation. Employee may be called in after hours for maintenance emergencies and/or snow removal.

Assigned duties and tasks for each duty.

Duty 1: Install, maintain, repair, and inspect mechanical equipment, electrical, plumbing and HVAC systems.

- Install, maintain, and repair equipment such as steam valves, hot water heaters, water softeners, unit heaters, boilers, chillers, split unit air-conditioning, individual air conditioning units, unit ventilators, circulating pumps, shower and lavatory plumbing and the equipment and systems related to each.
- Install and repair electric motors, heaters, coolers, refrigerators and other related equipment.
- Use hand and power tools, pipe cutters, wrenches, hacksawys, threaders, welding torches, electric trucks, fork lifts and dollies in order to perform maintenance activities.
- Use electric testers, meters, refrigeration tools and meters.
- Troubleshoot mechanical, electrical, HVAC and plumbing systems and equipment
- Work independently and with other mechanics to perform maintenance activities.

Duty 2: Miscellaneous services and repairs at MCTI.

- Moving of furniture, file cabinet, training/classroom equipment
- Service and repair of fans, trade training equipment, air handling equipment using proper tools and/or gauges and test instruments.
- Repair broken furniture or building fixtures using hand tools and power equipment
- Prepares paint, finish surfaces, and equipment using paintbrushes, sanders, scrapers, and other painting tools.
- Replaces fuses, light bulbs, circuit breakers, electric switches, and other electrical equipment following electrical specifications.
- Complete dorm and facility work orders.
- Mowing, trimming grass, and trees
- Leaf collection
- Snow removal and spreading of salt
- Asphalt patching

Duty 3: Function as a "Drinking Water Operator" for the facility at a "S-4/D-4" State Certified Level

- If not currently certified, be willing to attend class and obtain state level S-4/D-04 Water Systems Operators License within the first year of employment.
- Collect and record water samples.
- Order and maintain necessary chemicals.
- Repair and maintain water system.

Duty 4: Other duties as assigned.

- Assist other tradesman as needed and any other task as management may deem necessary for the safe and continued operation of the facility.
- Other duties as assigned by MRS-MCTI leadership.

Types of decisions made independently and whom or what those decisions affect: Performs a full range of maintenance mechanic assignments using independent judgment to make decisions requiring the application of procedures and practices to specific work situations.

Types of decisions that require the supervisor's review: Decisions that would impact other functions of the agency and decisions requiring purchases.

Physical effort used to perform this job and environmental conditions of this position: The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods. The job duties require an employee to climb ladders. The job duties require an employee to lift and/or move heavy objects. At times are exposed to toxic substances, dangerous heights, electrical shock, flammable fluids, extreme weather conditions, moving traffic, and machinery.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: This position has the responsibility to install, maintain, repair, and inspect mechanical equipment, electrical and HVAC systems. This position is also responsible for grounds maintenance, painting, repair of furniture and building fixtures. This position also has the responsibility to maintain and operate MCTI's drinking water system. Must also have the ability to maintain a supply of parts and tools as well as work with the instructional staff to maintain all trade equipment to keep training classrooms in operation. Employee may be called in after hours for maintenance emergencies and/or snow removal.

The function of the position's work area and how it fits into that function: This position works within the MCTI Maintenance Department. The Maintenance Department is responsible for the installation, repair and general maintenance of all mechanical, electrical and heating and cooling equipment of the facility. MCTI is a 24-hour, 7-day week facility and campus maintenance is of great importance for the health and safety of the students and staff.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Maintenance Mechanic 7

No specific type or amount is required.

Maintenance Mechanic 8

Two years of experience assisting skilled trades workers in the mechanical or electrical trades.

Maintenance Mechanic E9

Four years of experience assisting skilled trades workers in the mechanical or electrical trades, including two years equivalent to a Maintenance Mechanic 8.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of accepted practices, processes, material, and tools of the maintenance trades.

Knowledge of electric motors, generators, pumps, pressure systems, water systems, and other equipment and systems found on the campus of MCTI.

Knowledge of the servicing and maintenance of simple power, heating, and cooling units.

Knowledge of the occupational hazards and safety precautions of the building maintenance trades.

CERTIFICATES, LICENSES, REGISTRATIONS:

If not currently certified, be willing to attend class and obtain state level S-4/D-04 Water Systems Operators License within the first year of employment. Driver's License.