

MORGAN STATE UNIVERSITY JOB SPECIFICATON



MT MAINTENANCE MECHANIC LEAD

Class Code: 02736
Pay Range: 09

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, leads a team of maintenance mechanics in the performance of semi-skilled general maintenance and/or preventive maintenance work. Performs more difficult semi-skilled assignments in building construction and maintenance.

PRIMARY DUTIES

1. Performs comprehensive preventive maintenance and repairs on mechanical systems and structural components of buildings and equipment. Responds to all related repair requests and troubleshoots problems.
2. Leads and trains un-skilled and semi-skilled maintenance personnel; assists in determining work priorities, planning, scheduling, assigning and reviewing work.
3. Inspects mechanical and structural components; ensures operational readiness and safety of related equipment and determines required repairs.
4. Ensures operational readiness and safety of equipment. Ensures adequate supplies, materials and equipment are maintained in assigned areas.
5. Prepares recurring reports reflecting daily operations and project status. Completes and updates logs, charts, and service manuals.
6. Operates and maintains tools and equipment of the trade or area where assigned. Cleans work area upon completion of assignment.
7. Prepares estimates of time and materials required on assigned tasks.

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8. Assists journey level trades personnel in skilled maintenance and repair work; assists in new construction and renovation work.

Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EXPERIENCE: Four years related work experience, three years of which must have been in the trade area where assigned.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of and skill in a variety of semi-skilled building construction or maintenance and repair practices and techniques used in the trade areas where assigned; of safety practices and procedures related to the assigned trade areas. General knowledge and skill in the use of tools and equipment of the trade. Skill in inspecting and making adjustments, repairs, and replacements to building fixtures and mechanical equipment. Ability to understand and follow oral and written instructions; to communicate effectively; to prepare estimates of time and materials required for assigned work; to apply quality and safety standards; to complete logs and prepare records and reports; to work in, on, around, over and under fixed equipment or machinery; to work at heights up to 35 feet; to manipulate heavy equipment, tools, supplies and/or exert force up to 70 lbs.; to concurrently manipulate multiple controls on machinery and equipment; to work in hazardous or irritating environments, confined spaces and adverse weather or temperature conditions; to wear and work in personal protective equipment.

OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

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CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Valid Maryland Non-commercial Class C or equivalent driver's license may be required. Candidates selected for employment may be required to be trained to work with asbestos. Employees in this job class assigned to work with equipment containing CFC refrigerants must achieve and maintain valid certification in accordance with federal law.