

MORGAN STATE UNIVERSITY

JOB SPECIFICATON



MT MAINTENANCE MECHANIC

Class Code: 01107
Pay Range: 07

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, performs semi-skilled tasks in building construction and maintenance requiring the application of general knowledge of maintenance and repair techniques, materials, tools, and equipment.

PRIMARY DUTIES

1. Conducts scheduled and unscheduled inspections of buildings and equipment. Performs required routine preventive maintenance and repair activities.
2. Performs routine and emergency repairs including correcting minor electrical malfunctions, repairing basic plumbing fixtures, pipes and fittings, repairing and replacing light fixtures, repairing doors and locks, changing filters, belts, and hoses.
3. Assists in the preparation of various building components and systems for trades units and/or contractors; disassembles and installs equipment and fixtures.
4. Repairs equipment such as power tools, vacuum cleaners, buffers, fans, washing machines and dryers. Performs minor repairs to air conditioning units and motors.
5. Assists journey level trades personnel in skilled maintenance and repair work; assists in new construction and renovation work.
6. Provides guidance and instruction to maintenance assistants. May have lead responsibility for special projects.
7. Performs minor repairs to grounds construction such as roadways, walkways, bridges; to interior and exterior walls, ceilings, floors, and other building surfaces.

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8. Operates and ensures operational readiness and safety of tools, equipment, and building components. Cleans work area upon completion of project.
9. Performs unskilled work as assigned.

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: Three years related work experience.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of a variety of 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. Working knowledge and skill in the use of tools and equipment of the trade. Ability to understand and follow oral and written instructions; to communicate effectively; to complete logs, work order forms and prepare reports; to make adjustments, repairs and replacements to building fixtures and mechanical equipment; 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.