

POSITION DESCRIPTION

JOB TITLE: MAINTENANCE MECHANIC SUPERVISOR

DEPARTMENT: PHYSICAL PLANT

DIVISION: FINANCE

HOURLY WAGE: COMMENSURATE WITH EXPERIENCE

HOURS PER WEEK: 40

FLSA: NON-EXEMPT

IMMEDIATE SUPERVISOR: DIRECTOR, PHYSICAL PLANT

SCHEDULE DETAILS: 12 MONTHS FULL – TIME / CLASSIFIED

DATE OF LATEST REVIEW/REVISIONS: APRIL 1, 2021

Position Summary

Provide maintenance and repair services to college facilities and equipment, including but not limited to the “Major Functions” listed below.

Essential Job Duties

- Organize, schedule and supervise maintenance staff, work-study and student workers and assist with maintenance tasks as needed.
- Perform general maintenance and upkeep on all college facilities/equipment.
- Repair and perform preventive maintenance services on plumbing, HVAC, and electrical equipment.
- Perform general remodeling/repair tasks.
- Maintain boilers and boiler controls.
- Maintain and install light fixtures, ballasts, circuits, and other electrical items according to codes.
- Conduct periodic inspection and tests of the emergency power system and the fire alarm systems.
- Maintain courteous and cooperative relations with all other units and personnel of the college in assigned maintenance tasks.
- Manage work request system for maintenance department.
- Train workers on proper maintenance protocols and best practices
- Maintain proper maintenance supplies and equipment.
- Communicate with vendors and use proper bid procedures to purchase supplies and equipment.
- Fill in as needed for absences due to illness, vacation, or shortage of workers.
- Check email daily for requests/information.
- Perform other related duties as may be assigned by the supervisor.

Required Knowledge, Skills & Abilities

- High School Graduate/GED
- Three years of related work experience.
- Ability to perform routine plumbing, electrical and mechanical work.
- Physically able to run appropriate equipment, climb ladders, and lift a minimum of 50 pounds.
- Ability to interpret mechanical, electrical, and structural drawings.
- Ability to perform preventive and breakdown maintenance on building electrical and mechanical systems.
- Knowledge of commercial building remodeling.
- Knowledge of personnel and equipment safety procedures.
- Ability to organize work projects and supervise others if needed.
- Must possess valid driver’s license and driving record must not adversely affect college insurance.
- Ability to work cooperatively and communicate with college employees and the general public.
- Ability to work any shift and respond to emergency calls as needed.

Preferred Knowledge, Skills & Abilities

- Electrical Certification Preferred

Information Technology Abilities

- Operate equipment needed for assigned tasks
- Access information via Crowder College Computer Network

Positions Supervised

- Work-Study students if needed

Working Environment:

- Both indoor and outdoor activity, with some exposure to noise, dust and chemicals.
- Normal college work hours, but adjustment of hours will be required from time to time.
- A neat appearance and appropriate business apparel are required.
- The conditions herein 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.

Physical:

- Physical work required to accomplish maintenance functions, such as operating saws, climbing ladders, and lifting up to 50 pounds.
- Will involve indoor and outdoor mobility within the campus.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The conditions herein 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.

Creative and Analytical Skills

- Ability to apply critical and analytical skills to successfully perform job responsibilities and carry out instructions furnished in written, oral or diagram form.
- Ability to devise or modify methods or processes to solve specific problems.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including faculty/staff, students and the general public.
- Ability to understand oral or written instructions, and to ask appropriate questions for clarification.
- Ability to read and understand the English language.

***CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."* THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.