



JOB TITLE: Lead Maintenance

JOB CODE: Hourly

Department Name: Facilities
Reports To: Maintenance Manager
Location: Mt. Pleasant or Harrison Campus

EX/NE: Non - Exempt
Pay: Grade 5, Per ESPA Agreement
Last Revised: July 2021

POSITION SUMMARY:

Mid Michigan College seeks individuals who: value collegiality and mutual respect; use data in decision making; are innovative; are service minded; are goal oriented; strive to continually improve themselves and their work processes; are willing to collaborate and seek to add value in every interaction.

Works as a liaison in organizing and accomplishing maintenance operations as outlined by the Maintenance Manager and/or Director of Facilities. Ensures that the buildings and grounds are safe, clean, and well serviced, and that preventative maintenance regularly occurs. Responsible for ensuring that the heating, ventilation, and air conditioning systems are operating properly. May be called in on occasion to assist with emergency and/or weather situations.

ESSENTIAL JOB FUNCTIONS:

1. Ensures preventative maintenance program and schedule is in place. Assist with implementing/performing preventative maintenance schedule for all MEP and emergency systems-
2. Assists with troubleshooting and investigative checks in response to problems that arise. Responds to service requests for routine and emergency maintenance issues.
3. Constructs and remodels interior and exterior special projects, such as room partitions, cabinets, tables, and fencing. Works at various heights using ladders, scaffolding and roofs in a safe and effective manner.
4. Assists with assigning the work of other maintenance employees as outlined by the Maintenance Manager and/or Director of Facilities to include training.
5. Regularly inspects and identifies areas in need of repair or improvement and participates in and/or ensures repair and installation work is completed.
6. Troubleshoots and/or repairs basic electrical problems (e.g., locates/isolates breakers, replaces switches, outlets, or ballasts, etc.). Works with Maintenance Manager and/or Director of Facilities on more complicated issues and assists with new construction.
7. Assists with organizing and assigning the facilities maintenance work, coordinating with other departments as necessary to ensure the campus is ready for summer and winter conditions. Determines when snow removal activities are needed and assigns and ensures completion.
8. Operates equipment (e.g., forklift, loader, dump truck, snowplow, commercial lawn equipment) necessary to perform maintenance functions.
9. Evaluates condition of maintenance equipment and vehicles and arranges for maintenance and repairs.
10. Supports and serves as a role model for our mission, vision, strategic and service initiatives. Adheres to the organization's policies and procedures, and compliance guidelines.

11. Attends and participates in departmental staff meetings as appropriate.

12. Performs other duties as assigned.

BACKGROUND AND JOB REQUIREMENTS:

Knowledge, Skills, Abilities:

- Proficiency in commercial facilities maintenance including, but not limited to, all MEP systems and practices, and building management systems.
- Effective leadership skills to organize and prioritize the maintenance work and personnel. Works collaboratively with staff to ensure and accomplish departmental efficiency.
- Interpersonal skills necessary to communicate effectively, verbally and in written form, with various constituencies, including students, faculty, administrators, and external constituencies.
- Mental ability to adapt and respond to multiple priorities and demands, deal with student/staff/faculty concerns, and resolve related problems in a respectful manner.
- Ability to handle, investigate, and respond to emergency and/or problem situations in a tactful, courteous, and respectful manner.
- Ability to read blueprints accurately.
- Ability to read, speak, write, and understand the English language clearly.
- Knowledge and experience in automotive repair and construction.
- Knowledge of and ability to utilize basic electrical concepts.
- Demonstrated proficiency in utilizing and following appropriate safety protocols.

Education, Certification, Licensure:

- High School diploma required.
- Valid Michigan Driver's License.

Experience:

- Three (3) to five (5) years of experience working with/on commercial industrial equipment (i.e. HVAC, electrical, plumbing, etc.) required.
- Previous working experience in a college environment preferred.
- Experience operating commercial/industrial level equipment (e.g., loader, forklift, dump truck, snow plow, commercial lawn equipment) required.
- Team leader, line leader, or other leadership experience that involved organizing, prioritizing, and assigning the work of others required.
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WORKING ENVIRONMENT:

- The job responsibilities of this position are performed in an office building environment relevant to higher education and programs offered (i.e., automotive lab, welding lab, machine/plastics manufacturing, etc.)
- Proper PPE will be provided by the College in accordance MIOSHA standards.
- There may be occasional travel to other college locations for meetings.
- There may be occasional travel for conferences/training.
- Duties are performed in an independent atmosphere without close direct supervision.
- The job requires continuous physical exertion, such as walking, standing, sitting, stooping, bending, climbing, lifting material or equipment, some of which may be heavy or awkward (5- 75 pounds).
- Some discomfort due to heat, dust and noise may occur.
- Work is frequently deadline oriented, and can include multiple demands.
- Typical work schedule is 1st Shift with varying start/end times between 7:00am – 4:30pm with flexible or extended hours as approved by the Maintenance Manager.

- On call availability to handle department issues, emergency situations, etc. may occur.

Note: This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.

Employee Signature: _____

Date: _____