



## **POSITION ANNOUNCEMENT**

**Job Title:** Maintenance Mechanic (General Trades)  
**Department:** Facilities Management  
**Reports To:** Maintenance Supervisor  
**Level:** 6  
**Shift/Hours:** 40 hours per week  
**Date Prepared:** September 18, 2017

### **SUMMARY**

This position operates and maintains all university utilities and facilities, domestic and non-domestic. Performs a variety of skilled and non-skilled facility maintenance duties and works independently to assess off shift conditions and determine need for emergency calls for support. Also responsible for performing minor carpentry, drywall, electrical, and miscellaneous facility repairs as well as assisting with seasonal snow removal on an as-needed basis.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Performs or responds to a variety of facility repairs including electrical, carpentry, plumbing, and heating and cooling type needs.
2. Replaces light bulbs, ceiling tiles, batteries and performs a variety of tasks requiring the use of a ladder.
3. Responds to daily work orders or emergency calls throughout the university as needed. Alerts supervisor, Public Safety, or Operations Director of situations requiring additional assistance or health or safety issues that cannot be readily resolved during the shift.
4. Works with outside contractors, when necessary, to assure quality work.
5. Performs minor electrical, carpentry and plumbing repairs as needed.
6. Clears drain blockages and resolves emergency lavatory fixture issues.
7. Handles snow removal/plowing, and ice removal on an as-needed basis.
8. Operates motor vehicles regularly; operates Fork Lift, Aerial Work Platform, Skid Steer Utility Vehicle, and other heavy duty mechanical equipment when needed.
9. Performs minor construction, carpentry, drywall, painting and concrete work.
10. Assists with moving furniture when necessary.
11. Other duties as assigned.

### **QUALIFICATIONS**

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must maintain a valid, unrestricted, State of Michigan driver's license.

### **EDUCATION AND EXPERIENCE**

High school diploma or general education degree (GED); or two years related experience and/or training with commercial facility maintenance; or equivalent combination of education and experience; working knowledge of a basic facility operations and maintenance concepts. Must maintain relevant licenses and certifications. Ability to read manuals, directions, and construction plans.

### **TO APPLY**

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to [hr@madonna.edu](mailto:hr@madonna.edu). Current employees must complete the internal application on MY Portal >Employee Resources.

### **MADONNA UNIVERSITY**

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.