



POSITION ANNOUNCEMENT

Job Title: Maintenance Mechanic - Carpentry and Locksmith
Department: Facilities Management
Reports To: Manager of Facilities
Shift/Hours: 40 hours per week
Date Prepared: June 27, 2018

SUMMARY

Operates and maintains all university utilities and facilities. Performs a variety of skilled and non-skilled facility maintenance duties with a primary focus on carpentry and locksmith work. Responsible for installing and maintaining door hardware, lock systems, cutting keys; rough framing with wood and/or steel studs, outside and inside finishing, painting, drywall installations and repairs. Also responsible for performing minor HVAC, plumbing, electrical, and miscellaneous facility repairs as well as assisting with seasonal snow removal on an as-needed basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Installs, repairs, and maintains commercial lockable hardware such as doors including automatic doors, closers and openers; magnetic keying systems; makes keys, maintains key systems and record keeping for keys.
2. Performs regular, periodic maintenance and makes repairs to lock systems, door hardware, and closers.
3. Operates hand and power tools associated with the carpentry trade. Performs carpentry and drywall installations and repairs.
4. Responsible for daily work orders and service calls requiring lock and door system repairs as well as carpentry and painting needs throughout the university.
5. Works with outside construction contractors, when necessary, to assure quality work.
6. Performs minor HVAC, electrical, and plumbing repairs as needed.
7. Performs and completes all record keeping for systems installed or maintained as well as any equipment logs.
8. Responsible for facility snow removal/plowing, and ice removal on an as-needed basis.
9. Operates motor vehicles regularly; Fork Lift, Aerial Work Platform, Skid Steer Utility Vehicle, and other heavy duty mechanical equipment when needed.
10. Responsible for moving furniture when necessary.
11. Performs minor construction, electrical, plumbing, and concrete work.
12. 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 operations, carpentry and locksmith repairs; or equivalent combination of education and experience; working knowledge of lock systems, door hardware, and carpentry principles. Familiarity with and ability to understand LARA (Licensing and Regulatory Authority) Construction Safety and Health Standards. While employed in this position, must maintain relevant licenses and certifications. Ability to read blueprints and/or construction documents.

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. 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.