



Monmouth COLLEGE®

DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE:	MAINTENANCE MECHANIC / HEATING PLANT OPERATOR
PERSONNEL CLASSIFICATION:	TRADES - NONEXEMPT
DEPARTMENT:	MAINTENANCE - PHYSICAL PLANT
POSITION SUPERVISOR:	DIRECTOR OF FACILITIES MANAGEMENT
DEPARTMENT HEAD:	VICE PRESIDENT FOR FINANCE AND BUSINESS

PRIMARY DUTIES: May include, but are not necessarily limited to the following:

- 1.) MECHANICAL MAINTENANCE- Maintain all mechanical apparatus associated with College's physical plant including but not limited to HVAC preventative maintenance and repair, inspection and replacement of motor and fan bearings; scheduled lubrication of motors, air handlers, pumps, and compressors; air handler and unit heater filter replacements as needed; notify Trouble Desk of repair orders as needed; replace fan and compressor belts as needed; repair or rebuild compressors when possible; minor plumbing and electrical repairs.
- 2.) HEATING PLANT OPERATOR- Maintain, diagnose, and repair central boiler/boilers and all mechanical systems associated with the central heating plant including but not limited to: heat exchangers, steam traps, steam lines, condensate lines, make up/condensate tanks, condensate pumps, boiler pumps, system pumps. Test boiler water chemical treatment and implement changes to maintain proper chemical levels. Order and receive chemical treatment and make recommendations for cost savings, etc.
- 3.) WORK AREA MAINTENANCE- Maintain work areas, including primary work area at maintenance building, in orderly, clean and safe condition.
- 4.) RECORD KEEPING- Process and keep up-to-date written records associated with repairs and purchases (i.e. trouble call orders, work orders, purchase requisitions, invoices, packing slips, etc.)
- 5.) STUDENT WORKERS- If assigned, oversee and direct student workers including assignment and review of work.
- 6.) INVENTORY MAINTENANCE- Maintain minimum inventory of repair and replacement items (belts, air filters, etc.).

GENERAL AND OCCASIONAL DUTIES: May include, but are not necessarily limited to the following:

1.) ASSIST OTHERS- Assist others (i.e. plumbers, electricians, carpenters, etc.) as assigned with tasks unrelated to primary or regular duties.

2.) OTHER- Other duties as assigned.

GENERAL EXPECTATIONS OF POSITION: Maintain regular and timely work hours as assigned by immediate supervisor and approved by Personnel Office. Regular attendance at work is among the essential functions of the job. Conduct is expected to be professional and courteous. Instructions and assignments are to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College.

PHYSICAL REQUIREMENTS: Work is normally performed both indoors and outdoors setting with travel via automobile to/from worksites required:

- Reaching by extending hand(s) or arm(s) in any direction.
- Dexterity sufficient to manipulate objects with fingers including tools to complete tasks.
- Communication skills using the spoken word, discerning and conveying (exchanging) information.
- Vision sufficient to see within normal parameters.
- Hearing sufficient to hear within normal range.
- Mobility sufficient to complete responsibilities including ability to traverse campus and buildings within the campus.
- Occasionally required to move or transport (lift) items weighing up to 50 pounds.

All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

WORK RELATIONSHIPS: Reports to the Director of Facilities Management; works directly with other physical plant staff and may supervise student workers. Daily contact with students, staff, faculty, vendors and general public.

EDUCATION, EXPERIENCE, AND CERTIFICATION: High school diploma, valid driver's license and satisfactory driving record, and appropriate licensing or certification(s) as required by State of Illinois or other governing body to fulfill above responsibilities.

SKILLS, KNOWLEDGE, AND ABILITIES: Must be able to work independently and as a team member. Must be able to operate motor vehicles and equipment efficiently and safely. Excellent interpersonal skills. Proven ability to work courteously and effectively in a service-oriented department. Related proficiencies or aptitude to fulfill responsibilities listed above. All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

ADDITIONS, AMENDMENTS, AND DELETIONS: The whole or any portion of this Description may be added to, amended, or deleted at any time by the Director of Personnel or

position supervisor with the approval of the Director of Personnel.

DISTRIBUTION: One (1) copy of this document will be provided to both the employee and position supervisor. An additional copy will be maintained in the employee's personnel file.