DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE: MAINTENANCE MECHANIC II

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.) Assist in maintaining electrical systems including; installation of new electrical services and additions to existing systems; installation of new power and lighting systems (exterior and interior); update current systems as needed to meet needs and safety codes; installation and continued maintenance of campus fire alarm systems; maintenance and repair of electrical components of HVAC systems; installation of window AC units; generate supply and equipment orders for approved projects.
   - Measures, cuts, and bends wire and conduit, using ruler and hand tools
   - Drills holes for wiring, using power drill, and pulls or pushes wiring through opening.
   - Assists in lifting, positioning, and fastening objects, wiring, conduit, and motors
   - Performs minor repairs, such as replacing fuses, light sockets, bulbs, and switches, using hand tools
   - Maintains current lighting systems (exterior and interior)

2.) MECHANICAL MAINTENANCE- Maintain all mechanical apparatus associated with College's physical plant including; 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; repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains.

3.) BUILDING AUTOMATION - Create, implement and maintain control strategies and logic,

(Maintenance Mechanic II 02/16/17)
with understanding of analog and digital signals, building climate controls including temperature and associated alarms. Maintain major controls systems on campus Trane, Johnson Controls, and Honeywell including maintaining and overseeing layout of DDC systems, which are used to trigger systems critical alarms (i.e. Chillers, Boilers), campus wide.

4.) HVAC / REFRIGERATION - Maintain a variety of A/C units as well as the central utilities plant (Chiller/Boiler).

5.) INVENTORY MAINTENANCE- Maintain minimum inventory of repair and replacement items, such as air filters, faucets, bearings, belts, critical parts.

6.) WORK AREA MAINTENANCE- Maintain work areas, including primary work area at maintenance building, in orderly, clean, and safe condition.

7.) RECORDKEEPING- 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.)

8.) STUDENT WORKERS- If assigned, oversee and direct student workers including assignment, training and review of work.

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 on the job is among the essential functions of the position. 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.

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, and 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.

**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.

**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.