

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Building & Grounds Maintenance Mechanic & Trades Worker II

### POSITION OVERVIEW

Under general supervision; to perform a variety of skilled work in carpentry and locksmithing and semi-skilled work in plumbing, HVAC and electrical work done in the maintenance and repair of buildings, fixtures and plant equipment. This position is considered “**Essential**” during emergency weather events and other major evolutions on campus and may be required to assist the grounds and custodial staff. This is an hourly, union staff position.

### DUTIES

**Duties for the Trades Worker differ depending upon which trade(s) he or she is assigned. The following duties are generic by necessity and do not encompass all trades or all potential assignments. Work assignments may change as needed by the Academy.**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

### ALL TRADES

- Regular attendance is required.
- Understanding and demonstrating the behavior that your safety and the safety of your coworkers is paramount and is the #1 priority.
- Inspects assigned areas; corrects or reports safety hazards;
- Observes safe work methods and uses safety equipment; secures worksites from safety hazards as necessary; attends safety meetings.
- Operates and maintains a variety of hand tools, power tools, and uses equipment relevant to the assigned trade.
- Performs maintenance on grounds and roadways.
- Services and maintains vehicles and equipment.
- Requisitions materials and supplies.
- Performs preventative maintenance, repair, painting, construction and maintenance.
- Assists in the clean-up of jobs, spaces, tools and equipment.
- Performs manual labor associated with the trade.
- Runs errands, carries and delivers materials, tools and equipment.
- Required to learn the safe handling of the tools, required to attend the proper training.
- Follows instructions of the supervisor(s) for meeting the specified deadlines.
- Contributes to the efficiency and effectiveness of the facilities department's service to its customers by participating as an active and cooperative member of a team.
- May assist with winter maintenance: snow clearing, ice blading, winging back snow on Academy roads, sidewalks and clearing parking lots, trucking away excess snow, blending of salt and sand and salting of facilities and access ways.
- May occasionally supervise students.
- Perform other duties as assigned.

## **Plumbing**

- Perform repair, maintenance and remodeling of plumbing and pipefitting systems, equipment and facilities.

## **Electrical**

- Assist in the installation, maintenance and repair of electrical and electronic lighting, data communication, security, control, street lighting and related systems; performs installation and repair of motors, generators, transformers, conduit, and interior wiring components.

## **Carpentry**

- Performs rough and finish carpentry, including but not limited to cabinetry, shelves, dividers, paneling and partitions, form work, drywall installation, plastering and painting, roofing, siding, windows; assists in installing ceiling and flooring materials; installs and repairs locks, closing devices and other door and window hardware; makes keys.

### ***Notice***

*The intent of this job description is to provide a representation of the level and types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.*

## **SKILLS**

- Safely using and maintaining hand and power tools related to the work.
- Performing general maintenance work, individually or as a member of a crew, in various areas.
- Safely operating construction equipment and vehicles.
- Making accurate arithmetic calculations.
- Reading and interpreting plans, maps and instructions.
- Understanding and following oral and written directions.
- Ability to drive and maintain safely a variety of machinery
- Troubleshooting: Must be able to find the root cause of issues and think logically about solutions.
- Customer Service: Often works for many different customers, and must be friendly when working on site.
- Critical Thinking: When diagnosing problems, must think critically in their process of repairing the issue.
- Mechanical Skills: Must be able to learn to read blueprints and schematics and use an array of tools and diagnostic devices to service and install parts.
- Reading: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Some computer proficiency and/or ability to learn basic computer skills necessary for timecard system, email system and work order system.
- Time management skills to be able to perform assigned work in a timely manner and meet assigned deadlines.
- Knowledge and experience coordinating, troubleshooting and responding to customer service requests.
- Strong attention to detail.

- Skill as a team player, able to contribute in a respectful and professional manner but also able to work independently and get the job done. Able to establish and maintain effective working relationships with those encountered in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

## **QUALIFICATIONS**

- High School diploma/GED; AND one (1) year of general carpentry experience; OR an equivalent combination of education, training and demonstrable work experience.
- Expected to perform work at a level higher than an MMA Maintenance Mechanic and Trades Worker I.
- Vocational training in building trades preferred but not required.
- Basic principles, equipment, methods and materials used in building trades.
- Proven knowledge of the safe operation and maintenance of a variety of hand, power and shop tools used in a variety of trade areas.
- Shop mathematics preferred.
- Safe work methods and safety regulations pertaining to the work.
- Communicating effectively in oral and written forms, ability to use e-mail.
- Knowledge or a willingness to learn safety regulations related to electrical hazards
- Must be self-motivated and hardworking.
- Must be able to get along well with others.
- Valid driver's license.

## **SPECIAL CONDITIONS**

- Criminal Background check is required. MMA reserves the right to make employment contingent upon successful completion of Background Check.
- May have to pass an aptitude test dependent upon trade.
- May also have to pass a DOT physical and be required to pass random drug screenings.
- May enter confined spaces and be required to wear respiratory gear. A fit test is required.
- Tobacco-free campus
- Must obtain OSH 30 certification within (6) months of employment.

## **WORKING CONDITIONS**

Strength and mobility to work in a typical field or shop maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

- Essential employee – required to be on campus when the Academy is closed for emergent situations
- Exposure to extreme weather conditions, noise, electrical shocks, hazardous chemicals, electrical currents, gases, dust and noxious odors.
- Work from ladders, heights, scaffolds, lifts, etc.
- Work in closed restricted locations.
- Work requiring full time and overtime hours outdoors in all types of weather.
- On-call work: nights, weekends, holidays.

- Ability to traverse campus and move up and down hills, ladders, gangways etc.
- Lift a minimum of 50 pounds on a regular basis.
- Grasp and manipulate small and large tools, equipment and controls.
- Be able to perform different operations with hands and feet simultaneously, and coordinate eyes, hands and arms rapidly and accurately.

# Maine Maritime Academy Position Factor Evaluation

Job Title: Building & Grounds Maintenance Mechanic & Trades Worker II Job Code: 1240

Wage Grade: 13 Total Points: 352

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	4	144
2	Effort		
	I. Mental and Visual Effort	4	32
	II. Physical Effort	4	40
3	Responsibility for Cost Control	3	24
4	Responsibility for Others		
	I. Injury to Others	4	32
	II. Supervisory Responsibility	2	16
	III. Sensitive Information and Records	1	8
5	Working Conditions	4	40
6	Responsibility for External and Internal Relations	2	16

Date of last reclassification 02/1990