

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Maintenance Technician I

POSITION OVERVIEW

Employees perform skilled work on plumbing, heating, and air conditioning (HVAC), electrical, boilers, monitoring systems and/or oil burners throughout the Academy. Employees should be licensed in at least one area outlined above and be knowledgeable in other areas listed.

DUTIES

1. Must possess at least one of the following licenses: Journeyman Electrician; Journeyman Plumber; High Pressure Boiler Operator within the probationary period.
2. Performs skilled maintenance, service, and repair in licensed trade area.
3. Interacts with outside contractors as required.
4. May supervise student and/or temporary Academy employees.

SKILLS

- Safely using and maintaining hand and power tools related to the work, skilled in identification and use of Personal Protective Equipment (PPE) for tasks.
- Performs general maintenance work, individually or as a member of a crew, in various areas.
- Understand and follow oral and written directions.
- 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 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 in order to perform assigned work in a timely manner and meet assigned deadlines.
- Strong attention to detail.
- Able to establish and maintain effective professional, courteous working relationships.
- Contributes effectively to the accomplishment of team or work unit goals, objectives and activities.

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.

QUALIFICATIONS

- At least three years' experience in a related field.
- Knowledge of Microsoft Office Suite preferred.
- High level of typing proficiency and accuracy required.
- Thorough knowledge of facilities operations and general maintenance.
- Thorough knowledge of English grammar, punctuation, and spelling.
- High School diploma/GED.
- Valid Maine driver's license required.
- Knowledgeable in the 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.
- Ability to communicate effectively in oral and written forms, ability to use e-mail.
- Must be self-motivated and hardworking.
- Must be able to get along well with others.
- Current High Pressure Boiler Operators License or commit to obtain the license within a year.

SPECIAL CONDITIONS

- Criminal background check required.
- Tobacco-free campus.
- May enter confined spaces and be required to wear respiratory gear. A fit test is required.
- 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.
- Tobacco-free Campus

Maine Maritime Academy Position Factor Evaluation			
	Job Title: Maintenance Technician I	Job Code:	
	Wage Grade: 16	Total Points: 406	
	Factor	Degree	Points
1	Knowledge and Skill	4	144
2	Effort		
	A. Mental and Visual Effort	5	40
	B. Physical Effort	3	30
3	Responsibility for Cost Control	5	40
4	Responsibility for Others		
	A. Injury to Others	5	40
	B. Supervisory Responsibility	3	24
	C. Sensitive Information and Records	3	24
5	Working Conditions	4	40
6	Responsibility for External and Internal Relations	3	24
	Date of last reclassification: 2023-09-28		