

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Maintenance Technician II

### POSITION OVERVIEW

Under the supervision of the Academy's Master Electrician and in accordance with standard trade practices, performs skilled electrical tasks as an Electrician involving the installation, maintenance, alteration and repair of a variety of electrical systems, life safety systems, and equipment. Persons in this classification may, because of their license, work independently. Assignments are received orally, or in writing and may be accompanied by penciled sketches, diagrams and blueprints.

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 Maintenance Technician's 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;
- Performs work relevant to specific trade, such as: plumbing, heating and air conditioning (HVAC), electrical systems, oilers and oil burners, boiler maintenance throughout the Academy.
- Assists other trades with maintenance and preventative maintenance tasks as needed.
- Assists with developing trades procedures and protocols for safe operations and maintenance.
- Assists with design and coordination of major maintenance and capital construction projects.
- May assist with outside contractors and may secure permits for the Academy for relevant work.
- Operates and maintains a variety of hand tools, power tools, and uses equipment relevant to the assigned trade.
- Required to learn the safe handling of the tools, required to attend the proper training and use PPE as required.
- Monitors and troubleshoots assigned systems; processes and responds to workorders to ensure progress, safety, and/or compliance with operational policies and procedures.

- Services, repairs and maintains Academy equipment/appliances etc. as needed; performs ongoing maintenance checks to determine need and ensure operational safety.
- Maintains a variety of operational records, logs, and reports.
- Recommends requisition of materials and supplies and maintains inventory.
- Assists in the clean-up of jobs, spaces, tools and equipment.
- Performs manual labor associated with the trade.
- Follows supervisor's instructions and meets 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.
- Must maintain current active license(s).
- Communicates with other staff to schedule and plan projects.
- Perform other duties as assigned.

### **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.*

### **ELECTRICAL**

- Performs skilled electrical work, electrical system inspection, repair and maintenance, includes live work for transformers, connections, and energizing.
- Assists in the installation of new service or renovation of existing service, 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, air handlers, climate control equipment and interior wiring components.
- Assists with the installation of cable, conduit, outlets, fixtures, switches, controls, circuit, boxes and other construction related electrical tasks.
- Performs, records and tracks the progress of electrical maintenance and performs labeling of panels and features.
- Work is often non-routine in nature due to calls for service, and variety of assigned projects.

### **PLUMBING**

- Includes all work performed at the Maintenance Technician I level and with installing, maintaining and repairing steam and hot water boilers, heating, ventilation and air conditioning equipment, as well as preventive maintenance. Performs general plumbing work and assists with other mechanical systems as needed.
- Troubleshoots and repairs a wide range of malfunctions, leaks, failures and breakages.
- Installs, repairs and replaces pumps, valves, fans, and related equipment.
- Performs or assists with plumbing work on steam lines associated with heating systems.
- Assists in operating, servicing, cleaning, and repairing steam and hot water boilers.
- Installs, maintains, remodels and troubleshoots malfunctions of, and repair general plumbing lines, pipefitting systems, fixtures and equipment.

## **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.

## **QUALIFICATIONS (All Trades)**

- 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.

## **Additional Qualifications (Electrician)**

- Minimum Required: Valid State of Maine Journeyman Electrician's license or higher
- Previous demonstrable experience as a licensed electrician required (4-6 years preferred).
- Knowledge of the standard methods and practices of the electrical trade, and knowledge of hand and power tools, materials, and equipment used in the electrical trade.
- Knowledge of the methods, theories and principles of electricity and electrical systems and of federal, state and local electrical codes and ordinances, as well as the occupational hazards intrinsic to the electrical trade, including knowledge of precautions and safeguards required and safe work practices are essential in performing the duties of the position.

- Ability to understand and explain technical sketches, diagram and blueprints, to detect and overcome defects and malfunctions in electrical systems, equipment and appliances, to plan and lay out electrical work for others.
- Skills in the proper use of electrical test equipment are required.

### **Additional Qualifications (Plumber)**

- Minimum Required: Valid State of Maine Journeyman Plumber's license or higher
- Additional Boiler Operator's License preferred. (Must obtain within 6 months of hire).
- Previous demonstrable experience as a licensed plumber required (4-6 years preferred).
- Knowledge of the standard methods and practices of the plumbing trade, and knowledge of hand and power tools, materials, and equipment used in the plumbing trade.
- Knowledge of the methods, theories and principles of plumbing/heating systems and of federal, state and local codes and ordinances, as well as the occupational hazards intrinsic to the trade, including knowledge of precautions and safeguards required and safe work practices are essential in performing the duties of the position.
- Ability to understand and explain technical sketches, diagram and blueprints, to detect and overcome defects and malfunctions in plumbing/heating systems, equipment and appliances, to plan and lay out work for others.

### **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.
- Tobacco-free Campus

Job: Building & Grounds Maintenance Mechanic & Trades Worker II Code: 1280

Wage Grade: 19 Total Points: 450

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	5	180
2	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	3	30
3	Responsibility for Cost Control	5	40
4	Responsibility for Others		
	I. Injury to Others	5	40
	II. Supervisory Responsibility	4	32
	III. Sensitive Information and Records	3	24
5	Working Conditions	4	40
6	Responsibility for External and Internal Relations	3	24

Date of last reclassification 02/1990