

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Building & Grounds Maintenance Mechanic & Trades Worker III

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 events and other major evolutions on campus and may be required to assist the grounds and custodial staff. Whether the position is considered “Essential” for any particular event is at the discretion of the Building Trades Manager. 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

- 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 preventative maintenance, repair, painting, construction and maintenance.
- Assists in the clean-up of jobs, spaces, 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.
- Perform Access Control Technician duties.
- May occasionally supervise students and other Academy employees.
- Perform other duties as assigned.

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.
- May direct work of Building and Grounds Maintenance & Trades Worker II or I.
- 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
- Customer Service: Often works for many different customers, and must be friendly when working on site.
- 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 three (3) years 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 II.
- Vocational training in building trades preferred but not required.
- Basic principles, equipment, methods and materials used in building trades.
- Required to have a Locksmith certificate or equivalent within six (6) months of date of hire.
- 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 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.

- 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.
- Will-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 and Grounds Maintenance Mechanic & Trades Worker III	Job Code:	
	Wage Grade: 19	Total Points: 452	
	Factor	Degree	Points
1	Knowledge and Skill	5	180
2	Effort		
	A. Mental and Visual Effort	5	40
	B. Physical Effort	4	40
3	Responsibility for Cost Control	4	32
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	4	32
	Date of last reclassification: 2026-08		

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