
Auburn University Job Description

Job Title:	Maintenance Mechanic	Job Family:	No Family
Job Code:	ND02	Grade 31:	\$31,300 - \$52,100
FLSA status:	Non-exempt		

Job Summary

Responsible for the maintenance and repair of buildings, grounds, and facilities throughout campus.

Essential Functions

1. Performs inspections and routine maintenance, troubleshoots and repairs various building environmental systems and associated systems; including heating, cooling and ventilation systems. Coordinates with supervisors to schedule repairs and maintenance needs.
2. Installs, troubleshoots, repairs, and maintains building plumbing systems including domestic hot and cold and sanitary sewer. Includes, but not limited to; replacing fixtures, repairing leaks, replacing piping, clearing drains.
3. Installs, troubleshoots, repairs, and maintains building electrical systems; including lights, devices, fan motors, and breakers. Provides routine and scheduled maintenance such as replacing bulbs, ballasts, and batteries.
4. Performs basic carpentry tasks such as door repair and replacement, window repair and replacement, furniture repair and replacement. Including, but not limited to; replacing locks and hinges, replacing balances and locks, replacing drawer glides and pulls.
5. May maintain indoor and outdoor surfaces in regards to painting structures and objects. Maintains professional appearance of the facilities extending service life through proper surface prevention and maintenance. May provide assistance in additional variations of building maintenance and repair including but not limited to; brick work, concrete, flooring, and general construction.
6. Communicates and/or collaborates with coworkers and management to make repairs for routine and emergency repairs to ensure jobs are completed in a quality and timely manner.
7. Enters occupied and unoccupied facilities to include, but not limited, to campus housing buildings, personal suites, university dining facilities, personal offices, and academic and administrative buildings. Personal interaction between University housing residents, students, faculty, and staff both during and after normal working hours is required.
8. This position includes the above mentioned tasks, but is not limited to them. Additional related tasks could be requested as different situations arise.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent.
Experience (yrs.)	5	General building maintenance, basic electrical repair, basic plumbing repair, basic carpentry, and/or general trades.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge and understanding of basic building maintenance and repair; including electrical, plumbing, mechanical, and carpentry. Basic knowledge of current building codes and practices, and OSHA standards. Ability to read, write, and perform basic math skills. The ability to correctly and safely use common hand and power tools.

Certification or Licensure Requirements

Valid Driver's License.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires sitting, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/14/2017

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