



Internal/External	External
Position Title	Maintenance Mechanic
TTC Title and Code	Maintenance Mechanic FP106
FTE	100%
Position Information	Principal Work Location: UW-Stevens Point Main Campus, Matenance & Materiel Building <u>Supervisor</u> : Travis Olsen, Maintenance Superintendent
University Staff Information	<u>Shift</u> : 7:00am-3:00pm, Monday-Friday. Evening, Weekend and Holiday hours will be required.
Department	Facility Services
Department Description	Facility Services is committed to the highest standard of customer relation’s principles for its customers, fellow staff members, students, and visitors. Staff will serve as role models by practicing exemplary behaviors when working with customers, and fellow staff members and the supervisory team.
University Description	Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit <a href="http://www.joinuwsp.org">www.joinuwsp.org</a> for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit <a href="http://www.EverythingPointsHere.com">www.EverythingPointsHere.com</a> .
Position Summary	Under the general supervision and direction of the Building & Grounds Superintendent of Facility Services, the incumbent will perform mechanical maintenance and repairs of a more complex nature for all campus buildings and equipment including: mechanical system inspection and preventive maintenance; maintenance and repair of grounds equipment; appliances, plumbing, general carpentry, electrical, mechanical, locks, garage doors, HVAC repair, domestic hot water & steam system repairs including traps and pressure reducing valves; mechanical drive repair including bearing, shaft, belts, pulleys and motor repair; metal repair and fabrication using various welding techniques, and service building generators; operates and uses hand tools, power tools, lathe, drill press, band saw etc. skillfully and safely; estimates time and materials required on widely varied assignments; keeps computerized records and prepares reports; performs physical labor; coordinates work flow for multiple projects; reads, comprehends, and works from plans and prints; trains and directs the work of others; follows and gives oral and written instructions; maintains cooperative working relationships; demonstrates sensitivity to, and respect for a diverse population.
Required Qualifications	<ul style="list-style-type: none"> <li>• Basic knowledge relating to the operation, maintenance &amp; repair emergency generators, compressed air distribution systems and campus appliances.</li> <li>• Basic knowledge in the repair and fabrication of misc. parts and equipment.</li> <li>• Basic knowledge in mechanical equipment installation, maintenance &amp; repairs (including, but not limited to pumps, fans, gearboxes, shafts, chemical feed equipment, water softeners, water lines, valves, belts, motors, condensate receivers, seals, hand dryers, valves etc.).</li> <li>• Basic level competency of Microsoft Office applications (Word, Excel, Outlook, etc.).</li> </ul>



Preferred Qualifications	<ul style="list-style-type: none"> <li>• Must be able to access work sites, including heights and confined spaces.</li> <li>• Must be able to lift heavy objects (minimum of 50 lbs. without assisting equipment), and work in uncomfortably hot and cold environments (-20 to 100 plus degrees F), in awkward, overhead, and cramped positions, or on ladders.</li> <li>• Must have an understanding of preventative maintenance, its role in a comprehensive maintenance program, and the ability to perform preventative maintenance work as directed.</li> <li>• Ability to maintain a valid Wisconsin drivers license (regular, Class D License).</li> </ul>
How To Apply	<ul style="list-style-type: none"> <li>• 5+ years' experience in repairing emergency generators, compressed air compressors and distribution systems</li> <li>• Previous work with electronic work order system</li> <li>• Advanced knowledge relating to the operation, maintenance &amp; repair emergency generators, compressed air distribution systems and campus appliances.</li> <li>• Advanced knowledge in the repair and fabrication of misc. parts and equipment.</li> <li>• Advanced knowledge in mechanical equipment installation, maintenance &amp; repairs (including, but not limited to pumps, fans, gearboxes, shafts, chemical feed equipment, water softeners, water lines, valves, belts, motors, condensate receivers, seals, hand dryers, valves etc.).</li> </ul> <p>Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the "My Activities" link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the "How To Apply" document for more information.</p>
Anticipated Appointment Date	July 5, 2022
Terms of Employment	<p>This is an on-going University Staff position, non-exempt from the Fair Labor Standards Act. This position is required to serve a six-month probation period.</p> <p>UW Stevens Point provides a competitive benefits package including monthly premiums starting at \$32, deductibles starting at \$250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our <a href="#">Total Rewards page</a>.</p>
Deadline	<p>To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on June 1, 2022. However, screening may continue until the needs of the recruitment are met.</p> <p><b>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</b></p> <ul style="list-style-type: none"> <li>- Resume</li> <li>- Contact information for three professional references</li> </ul>
Required Materials	<p>(Official Transcripts may be required of finalist)</p> <p>Employment will require a criminal background check and pre-employment physical. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.</p>
Position Contact	<p>For additional information regarding the position, please call or email:  Travis Olsen, Maintenance Superintendent  Email: <a href="mailto:tolsen@uwsp.edu">tolsen@uwsp.edu</a>  Phone: 715-346-2339</p>
Human Resources Contact	<p>If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:</p>



University of Wisconsin  
**Stevens Point**

2100 Main Street - Stevens Point, WI 54481  
+1-715-346-2606 (p) +1-715-346-3698 (f)  
[Human.Resources@uwsp.edu](mailto:Human.Resources@uwsp.edu)

## Special Notes

### Human Resources

Email: [human.resources@uwsp.edu](mailto:human.resources@uwsp.edu)

Phone: 715-346-2606

The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, "Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world."

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or [hr@uwsp.edu](mailto:hr@uwsp.edu).

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at <https://www3.uwsp.edu/dos/clery/Pages/default.aspx>

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

\*PTO offering prorated based on start date and hours worked.



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