



Position Description

Classification Title:	Maintenance Mechanic
Working Title:	Maintenance Mechanic
Supervisor's Working Title:	Maintenance Superintendent
Hours/Shift:	7:00 am – 3:00 pm Monday – Friday after hour calls, weekends and holidays as needed
Department:	Facility Services
Supervisory Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Employee Category:	FTE
FLSA Status:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt
Date Created/Updated:	
Position of Trust:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)
Position of Trust with Access to Vulnerable Populations:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are <u>not</u> enrolled or accepted for enrollment at a UW System Institution, and medical patients)

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 et c.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. 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.

Primary Responsibilities:	% of Time Spent
A. Craftsperson Activities	
<ul style="list-style-type: none"> Repair, maintain and replace motors, pumps, seals, bearings, shafts, couplings, belts, fans, compressors, condensate receivers, HVAC equipment, appliances, water softeners etc. Supports HVAC personnel in troubleshooting & repair of various HVAC Equipment (repair/ replacement of coils, control valves, belts, bearings, fans, 	60%

motors, ductwork, diffusers etc.).

- Operate and service all emergency generators.
- Metal fabrication of parts and equipment.
- Clean and replace various heat exchangers as required including reheat coils, steam coils and hot water coils.
- Operates welding and metal fabrication equipment to fabricate materials for construction or repair projects.
- Installs modifications to utilities, such as, gas lines, structural plumbing, and electrical systems.
- Repair of various metal equipment & parts (cast iron, mild steel, aluminum, stainless steel, bronze) via multiple welding techniques (arc, oxygen- acetylene, wire feed and heli-arc).
- Perform planned and emergency maintenance, inspections, troubleshooting, repairs, and documentation of work performed.
- Pump electrical pits and vacuum swimming pool as needed.
- Operate forklift, personnel lift, and powered & non-powered hand tools (drills, saws, lathe, multi meter, misc. diagnostic equipment etc.).
- Repairs hammer drills, grinders, hand drills, drill presses and other hand tools. Repair various appliances (food service equipment, dishwashers, refrigerators freezers, hand dryers, laundry equipment and janitorial equipment).
- Remove broken glass and seal openings.
- Repair entry systems, garage doors, locks, and jams.
Perform minor carpentry work as needed.
- Knowledge of location of all HVAC units, thermostats, shutoff valves, bypasses, disconnects etc.
- Locate and repair of steam, hot water & air leaks in traps, valves, coils, and pneumatic lines, etc.
- Knowledge of location of water supply pipes, drains, and shut off valves.
- Make repairs on piping, solder copper, cutting and threading galvanized and black pipe, assemble PVC and compression type fittings.
- Operate and service domestic hot water systems, controls, and valves.
- Reads work order or receives instructions from supervisor regarding repair work.
- Assists in the development of preventative maintenance standards and procedures.
- Safely erects scaffolding, ladders and rigging to perform tasks above ground level.
- Determines methods, techniques, materials, equipment required and sequence of work.
- Selects correct tools, techniques, and methods for handling specific projects.
Performs, layout and clean-up on projects as assigned.
- Performs more complex mathematical calculations related to performing projects.
- Cleans debris from work area prior to departing job site.
- Clean and maintain tools, vehicles, shops and various support areas
- Performs other duties as assigned.
- Available for holidays, weekends, weekend on-call procedures, emergencies, and shift work.

<ul style="list-style-type: none">• Performs all work while conforming with EH&S health and safety policies, OSHA, and other applicable federal, state, and local fire, health, safety, emergency-preparedness, pollution-prevention polices, University of Wisconsin, UWSP campus and Facility Services policies and procedures, including Code of Conduct, IPP (Safety and Health Procedures), Hazardous Materials Communications Program, Health and Safety Manual, as well as any other document authorized by management to have bearing on employee safety and conduct.	
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<p>B. Safety and Health Awareness/Responsibilities</p> <ul style="list-style-type: none"> • Completes job related tasks in a safe manner by adhering to appropriate safety regulations. • Aware of potential hazardous operations and takes appropriate precautions. Report workplace hazards. • Immediately stops work in the event of danger to people or property. • Proceeds with work only after ensuring that appropriate safety procedures have been implemented. • Reports all accidents and/or incidents immediately to supervisor for record keeping. • Attends monthly/annual Safety Training meetings. 	<p>10%</p>
<p>C. Administrative/Technical</p> <ul style="list-style-type: none"> • Coordinates with project managers, building inspectors, and facility managers. • Keeps up-to-date, accurate, comprehensive project records, including plans, specifications, submittals, schedules, requests, changes, approvals, and costs. • Consults lead/supervisor or project superintendents who administer requirements and standards for modification of projects. • Supports maintenance projects and work order assignments. • Prioritizes work assignments to meet customer needs. • Completes paperwork in a neat and timely manner. Records all work in Computerized Maintenance Management System. • Uses I-phone to view and log work order activities. • Reads information from equipment manufacturers' manuals, service request, layout sketches, blueprints, appropriate state and local government codes, trade specific manuals and practices, and to determine how the fixture or equipment should perform. • Defines and describes materials, tools, and/or equipment, work methods, and task sequences. • Serve as liaison with clients, relaying their needs and requirements to the appropriate department or superintendent. • Works and supports shutdowns and project schedules to minimize interference with others. • Interacts with various components (units and/or departments), procurement and clients as necessary to specify and obtain timely delivery of the most appropriate contracted services. • Orders, procures materials and equipment; maintains records. • Communicates clearly over the telephone and two-way radio. • Attends safety, technical, and general meetings. • Supports department mission statement (enhancing the academic mission through craftsmanship, artistry and exceptional services) and department core values (safety, cooperation, service, integrity and innovation). 	<p>10%</p>

<p>D. Interpersonal Relations</p> <ul style="list-style-type: none"> • Utilizes good judgement in interpersonal communications in situations requiring sensitivity and tact. • Treats co-workers, staff, supervisors, and managers with respect and courtesy, and maintains good working relationships with them. • Demonstrates the ability to work in a cooperative manner with co-workers. • Promotes a cooperative team environment. • Always demonstrates excellent communication skills with campus community, including students, building managers, academic personnel, and craft personnel. • Interacts directly with all levels of customers throughout UWSP to develop and achieve project requirements and goals. • Responds to requests for service in a timely manner. • Treats customers with respect and courtesy. • Supports and achieves organizational goals established to maintain and enhance customer satisfaction. • Reports progress or delays and refers major problems to lead or superintendent for resolution and informs customers as needed. 	<p>10%</p>
<p>E. Miscellaneous Duties</p> <ul style="list-style-type: none"> • Work assigned or directed, may include other tasks not expressly enumerated, but which are of similar kind. • Perform hoisting or rigging tasks. • Perform time accounting and record keeping. • All other duties as assigned or necessary. 	<p>10%</p>
<p>Qualifications – Knowledge, Skills, and Abilities:</p>	
<p>Required Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> • Advanced knowledge relating to the operation, maintenance & repair emergency generators, compressed air distribution systems and campus appliances. • Advanced knowledge in the repair and fabrication of misc. parts and equipment. • Advanced knowledge in mechanical equipment installation, maintenance & 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.). • • Strong customer service skills. • Excellent interpersonal skills, including tact, diplomacy, and flexibility. • Strong verbally and able to communicate clearly and effectively in person and over telephone. • Demonstrated written communication skills to compose correspondence, procedures, and reports. • Basic level competency of Microsoft Office applications (Word, Excel, Outlook, etc.). • Organizational skills to establish work priorities, be resourceful, and manage work, independently to successful completion. • Skill to follow construction plans and complete work goals/objectives. • Skill to appropriately confront inappropriate or unprofessional behavior. • Skill to evaluate, trouble-shoot inquires and actively participate in resolving concerns of staff, contractors, outside consultants, and members of the campus community in an objective and constructive manner. 	

- Skill to contribute as a team player in a positive, respectful, and professional environment.
- Must be able to communicate effectively, both verbally and in writing, with staff, co-workers, campus staff, and interact positively with service providers outside the university,
- Must have the ability to build effective and constructive relationships with contacts throughout the campus community and with the external service providers.
- Must be able to access work sites, including heights and confined spaces.
- 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.
- Ability to sit, walk, and stand for extended periods, climb ladder, stairs, and catwalks.
- Ability to organize and manage competing demands and priorities.
- Ability to read, interpret, and work from plans, involved drawings, and sketches.
- Ability to maintain a professional and service-oriented relationship with customers, co-workers, and supervisory staff.
- Ability to be creative, flexible, self-motivated, and quality oriented.
- Ability to perform mathematical/plant related calculations as necessary, requested or required.
- Must be able to quickly gather, manage, and effectively analyze maintenance related data.
- Perform basic measuring and calculations.
- Be able to handle multiple tasks simultaneously and produce accurate, detailed work within established timeframes.
- Must be able to maintain confidentiality where required.
- Must be able to avoid gossip and other inappropriate workplace conversations.
- Must have the detail orientation, initiative, and ability to organize and maintain records.
- Must have the ability to read and understand schematics, construction documents, procedural, operational, and maintenance manuals, gauges, and meters.
- Advanced mechanical ability.
- Must have the ability to manipulate small equipment parts and handle chemicals safely.
- Must have the ability to wear OSHA required personal protective equipment.
- Must have the ability to work in an environment of ash, dust, or soot.
- Must have a thorough understanding of the correct methods to fasten similar and dissimilar materials
- Ability to work on all three shifts including weekends and holidays.
- Must have the ability to read and interpret blueprints and drawings.
- Must be able to safely move supplies and objects up to 75 pounds with or without a reasonable accommodation.
- As required, provide direction to semi-skilled or unskilled assistants.
- Must have an understanding of preventative maintenance, its role in a comprehensive maintenance program, and the ability to perform preventative maintenance work as directed.
- Ability to maintain a valid Wisconsin drivers license (regular, Class D License).
- Pass a pre-employment physical.

Physical Effort/Demands:

- Sitting
- Standing
- Walking
- Lifting your arms above your head to reach high, possibly difficult, areas
- Kneeling
- Squatting
- Stooping
- To access work sites including heights and confined spaces.
- To work long hours in emergency situations, and in inclement weather conditions, including outdoor summer temperatures of 100 degrees and winter temperatures of -20 degrees Fahrenheit

<ul style="list-style-type: none"> • Frequently lift 10- 25 pounds • Occasionally lift 50 pounds
Equipment Operated:
<ul style="list-style-type: none"> • Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices. • Various hand and power tools • Aerial lifts and forklifts
Working Environment:
The noise level in the work environment is usually quiet to moderate noise

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name

Date

Employee Signature

Date

Supervisor Name

Date

Supervisor Signature

Date