

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

MAINTENANCE MECHANIC

JOB DESCRIPTION

Employees in this job install, maintain, repair, and inspect mechanical equipment and electrical systems including specialized hospital, laboratory, power plant, and security equipment in state facilities, bridges, overpasses, and rest areas.

There are three classifications in this job.

Position Code Title – Maintenance Mechanic-E

Maintenance Mechanic 8

This is the intermediate level. The employee, under close supervision, works in a developing capacity with increased responsibility for performing a wide range of maintenance mechanic assignments.

Maintenance Mechanic E9

This is the experienced level. The employee performs a full range of maintenance mechanic assignments using independent judgment to make decisions requiring the application of procedures and practices to specific work situations.

Position Code Title – Maintenance Mechanic-A

Maintenance Mechanic 10

This is the advanced level. The employee serves as a crew leader and oversees the work of lower-level Maintenance Mechanics, Trades Helpers, and/or prisoners.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Installs, maintains, and repairs equipment such as steam valves, steam traps, steam or water coils, radiators, water softeners, unit heaters, water heaters, condensate and circulating pumps, and plumbing facilities using hand and power tools of the plumbing trade such as pipe wrenches, hacksaws, pipe cutters, and torches.

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Installs, services, and repairs electric motors, heaters, coolers, refrigerators, and other related equipment using various hand and power tools of the maintenance trades.

Installs, maintains, and repairs air compressors and other air conditioning equipment using various machine tools.

Services and repairs appliances such as fans, toasters, washing machines, and gasoline pumps using machine and hand tools; may also maintain, operate, and repair motor vehicles (tune-ups, brakes, hydraulics).

Maintains central steam and chemical water treatment systems, as well as other systems, using gauges and other test instruments to diagnose malfunctions and mechanic hand and power tools to disassemble, repair, and reassemble system components.

Moves and replaces machinery and auxiliary apparatus using hand and electric trucks, fork lifts, and dollies.

Fabricates, assembles, and tests parts as needed, such as various pumps, valves, laboratory equipment, heaters, compressors, experimental fire equipment, and other mechanical system parts using metal fabricating tools, common hand tools, power tools, and welding torches.

Replaces fuses, light bulbs, circuit breakers, electric switches, and other electrical equipment following electrical specifications.

Prepares paint, finish surfaces, and equipment using paintbrushes, sanders, scrapers, and other painting tools.

Repairs broken furniture or building fixtures using carpenter's hand tools and power equipment.

Performs building and/or masonry repair such as preparing cement, installing reinforcing steel rods, patching and finishing cement work, and replacing damaged masonry.

Performs grounds' maintenance such as mowing and trimming grass, grading roads, pesticide application, and removing snow.

May assist in training lower-level Maintenance Mechanics and others.

Drives a truck for general hauling of supplies, equipment, and material.

May requisition equipment, materials, and supplies.

Performs related work as assigned.

Additional Job Duties

Maintenance Mechanic 10

Assigns work to lower-level Maintenance Mechanics.

Provides training in the proper methods to carry out maintenance assignments.

Inspects work to assure proper installation, maintenance, and repair of buildings and equipment.

Requisitions and/or purchases supplies, materials, tools, machine parts, and other necessary equipment.

Prepares material and labor estimates to assure proper purchasing and distribution.

Maintains records and prepares reports related to the work regarding equipment, supplies, and materials.

Prepares written reports on projects and equipment conditions.

Ensures the proper use, care, and storage of tools and equipment.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the accepted practices, processes, materials, and tools of the maintenance trades.

Knowledge of electric motors, generators, pumps, pressure systems, water systems and other equipment and systems found in state buildings and facilities.

Knowledge of the servicing and maintenance of simple power, heating, and cooling units.

Knowledge of the occupational hazards and safety precautions of the building maintenance trades.

Knowledge of the proper use of chemicals, fertilizers, and pesticides.

Ability to do routine mechanical or electrical maintenance and care for tools and equipment.

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Ability to work from sketches, drawings, and blueprints.

Ability to maintain records regarding material, equipment, and repairs.

Additional Knowledge, Skills, and Abilities

Maintenance Mechanic 10

Ability to train others and to guide and evaluate the work of other Maintenance Mechanics.

Ability to determine work priorities and assign work to others.

Working Conditions

Some jobs require the employee to be frequently exposed to toxic substances, disease, dangerous heights, electrical shock, flammable fluids, and machinery.

Some jobs require the employee to be frequently exposed to extreme weather conditions and moving traffic.

Physical Requirements

The job duties require an employee to bend, reach, kneel, and stand for extended periods.

The job duties require an employee to climb ladders.

The job duties require an employee to move heavy objects.

Education

Educational level typically acquired through completion of high school.

Experience

Maintenance Mechanic 8

Two years of experience assisting skilled trades workers in the mechanical or electrical trades.

Maintenance Mechanic E9

Four years of experience assisting skilled trades workers in the mechanical or electrical trades, including two years equivalent to a Maintenance Mechanic 8.

Maintenance Mechanic 10

Five years of experience assisting skilled trades workers in the mechanical or electrical trades, including one year equivalent to a Maintenance Mechanic E9.

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Alternate Education and Experience

Completion of a recognized program in vocational training for the mechanical or electrical trades may be substituted for two years of experience assisting skilled trades workers.

Special Requirements, Licenses, and Certifications

Some positions in this job series may be assigned duties that require the application of pesticides, which may require certification or registration as a pesticide applicator in compliance with the Pesticide Control Act of 1976.

Some positions in this job series are assigned job duties that may require possession of the commercial driver's license issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
MAINTMCH

Job Code Description
Maintenance Mechanic

Position Title

Maintenance Mechanic-E
Maintenance Mechanic-A

Position Code

MAINMCHE
MAINMCHA

Pay Schedule

A31-009
A31-012

ECP Group 1
Revised 6/1/06
TeamLeaders