

POSITION DESCRIPTION

Functional Position Title:	Maintenance Technician II
Managers Title:	Facilities Supervisor
Direct Reports' Titles:	None
FLSA Status:	Non-Exempt

SCOPE AND PURPOSE OF POSITION

In accordance with the Agency's mission statement, policies and procedures, professional Code of Ethics, State of Michigan licensing and COA standards; the **Maintenance Worker II** is responsible for the mechanical equipment, landscaping, repairs and upkeep of building systems as assigned.

TASKS OF THE POSITION

- Plans and organizes work to meet all job requirements according to code and regulatory compliance, agency, and professional standards.
- Prepares for, participates in, or leads supervision, team, and other agency meetings.
- Works cooperatively and in collaboration with others staff and representatives of other agencies.
- Performs and documents major and minor repairs, inspections, and routine upkeep of all systems across campus.
- Initiates and uses skills to accurately identify problems and implement timely, efficient, and effective solutions.
- Uses supervision appropriately as a vehicle for further professional development.
- Gives leadership and assists as needed to volunteer groups and other Maintenance Workers.
- Communicates in a clear, timely, and appropriate manner.
- Completes all assigned work in a timely and accurate manner.
- Participates in continuous quality improvement efforts.
- Demonstrates personal integrity and professional demeanor in accordance with the ethics of the agency and profession.
- Stays informed of current practice developments within the profession, and uses educational and training opportunities to ensure continual professional competence and development.
- Performs all other duties as required or requested, keeping within the scope of this position.

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KNOWLEDGE/SKILLS/ABILITIES

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SUPERVISORY RESPONSIBILITY

<ul style="list-style-type: none"> • None
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QUALIFICATIONS (EDUCATION / TRAINING)

Minimum Required:

- High school diploma or G.E.D.
- Five (5) years experience as maintenance worker.
- Ability to keep detailed records and reports.
- Executing maintenance requests which consist of preventative, general and complex maintenance/repairs, such as painting, carpentry and wall repairs, electrical, plumbing and seasonal outdoor work (landscaping and snow-plowing) within established time frames.

Approved by:

Human Resources

Date

ELT Member

Date

POSITION DESCRIPTION**Acknowledgment and receipt:**

I acknowledge that I have read this job description and fully understand the requirements listed. I understand that it is my responsibility to adhere to the expectations listed above. I also understand that my job responsibilities may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description.

Employee signature

Date

Employee name (please print)