Job Description:

**Position Title:** Part-Time Maintenance - Huron Shores Campus

**Reports To:** Director of Facilities Management

**Position Status:** Part-Time, 8 hours per week, Flexible schedule as determined by the Director of Facilities, 12 months per year, 416 Annual Hours

**Classification:** Maintenance

**Bargaining Unit/Division:** None

**Position Description:** This position is responsible for operation and maintenance of all buildings, including mechanical and electrical systems as well as maintaining the campus grounds.

**Position Qualifications:**

1. Education Required – High School Diploma or equivalent.
2. Valid drivers’ license required.
3. Demonstrated skill and knowledge working with the following buildings and grounds systems:
   a. General building maintenance, interior and exterior
   b. Maintenance and repair of HVAC and other mechanical systems
   c. Maintenance and basic repairs of electrical systems
   d. Maintenance and repair of steam and hot water boilers, pumps and related piping
   e. Lawn care, including lawn maintenance, irrigation, and pest control
   f. Basic knowledge of building trades
4. Ability to read blue prints and schematics required.
5. Ability to safely operate power equipment and machinery required, such as, lawn equipment, drills, saws, jackhammers, fork truck, aerial platform, etc.
6. Must be able to inspect, operate or test machinery or equipment to diagnose malfunctions.
7. Ability to work as a team member, but also work independently and without supervision.
8. Ability to lift and transport items weighing up to 80 lbs.
9. Must be able to work in a multi-tasking environment.

**Position Responsibilities:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Operate and maintain building heating systems.
2. Operate and maintain building electrical systems.
3. Perform carpentry related tasks.
4. Operate and maintain power lawnmowers and trimmers and maintain turf and flower beds.
5. Maintain campus grounds keeping them neat and safe.
6. Apply pesticides and fungicides to destroy insects and plant disease.
7. Maintain buildings to include roofs, doors and windows, painting rooms, and refinishing arena (gym) floors.
8. Maintain building plumbing systems.
9. Move equipment and furniture.
10. Deliver freight and other packages which exceed 25 lbs. or require special equipment for delivery.
11. Attend maintenance related seminars.
12. Other duties as assigned.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

**Work Environment:**

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The noise level in the work environment is usually moderate, but can occasionally be loud. The employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration.
Travel:
This position often requires driving to off campus locations. This position may occasionally be required to drive to other campus locations, but travel over 60 miles is seldom.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to have full range of mobility in upper and lower body; be able to reach overhead; be able to work in various positions, including stooping, standing, bending over, sitting, kneeling and squatting for extended periods of time; be able to lift, pull and push materials and equipment to complete assigned job tasks; and be able to frequently lift or push items weighing up to 80 pounds. The employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Equal Employment Opportunity:
Alpena Community College policies and practices for admission, employment and activities comply with requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 as amended, the Age Discrimination Act of 1975, and Title II of the Americans with Disability Act of 1990; ACC does not discriminate on the basis of race, color, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

Signatures
This job description has been approved by all levels of management.

Supervisor Approval: ___________________________ Date
Dean/V.P. Approval: ___________________________ Date
President’s Approval: ___________________________ Date

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Position Holder: ___________________________ Date

Job Description Date: 3/28/12, Rev. 06/24/15 Reformatted.