VACANCY ANNOUNCEMENT

Effective Date:       June 26, 2015
Position Title:      Part-Time Maintenance- Huron Shores Campus
Supervisors Title:   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.

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.

Rate of Pay:         Base $16.24 p/hr
Shift Premiums:
   Afternoon shifts receive additional 0.25 p/hr
   Saturday shift receives additional $1.00 p/hr (non-overtime hours)
Application Process/Deadline: Please send a letter of application to: Carolyn A. Daoust, Director of Human Resources no later than 4:30 p.m. on Friday, July 10, 2015. This position is subject to posting requirements according to the MEA-ESP Custodial/Maintenance Agreement. Review of applications will begin immediately and continue until a selection is made.

Starting Date: Placement in the new position will occur as soon as selection process is complete.