



University System of Maryland Job Class Specification

TITLE: MT MAINTENANCE MECHANIC SENIOR
FLSA: NONEXEMPT
EEO6: H60
IPEDS-SOC: T-499071

JOB CODE: N08MMS
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: PHP MNT

APPROVED BY: Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/1996

JOB SUMMARY

Under general supervision, performs semi-skilled tasks in building construction and maintenance requiring the application of general knowledge of maintenance and repair techniques, materials, tools, and equipment. May work independently on assigned shift

PRIMARY DUTIES

1. Conducts scheduled and unscheduled inspections of buildings and equipment. Performs comprehensive preventive maintenance and repairs on mechanical systems and structural components of buildings and equipment.
2. Responds to all related repair requests and troubleshoots problems.
3. Inspects mechanical and structural components; ensures operational readiness and safety of related equipment and determines required repairs.
4. Assists in the preparation of various building components and systems for trades units and/or contractors; disassembles and installs equipment and fixtures.
5. Prepares estimates of time and materials required for assigned work.
6. Ensures operational readiness and safety of equipment. Ensures adequate supplies, materials and equipment are maintained in assigned areas.
7. Operates and maintains tools and equipment of the trade or area where assigned. Cleans work area upon completion of assignment.
8. May assist journey level trades personnel in skilled maintenance and repair work; assists in new construction and renovation work.
9. Performs routine and emergency repairs including correcting minor electrical malfunctions, repairing basic plumbing fixtures, pipes

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and fittings, repairing and replacing light fixtures, repairing doors and locks, changing filters, belts, and hoses.

10. Performs minor repairs to grounds construction such as roadways, walkways, bridges; to interior and exterior walls, ceilings, floors, and other building surfaces.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION:

EXPERIENCE: Four years related work experience, three years of which must have been in the trade area where assigned.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of and skill in a variety of semi-skilled building construction or maintenance and repair practices and techniques used in the trade areas where assigned; of safety practices and procedures related to the assigned trade areas. General knowledge and skill in the use of tools and equipment of the trade. Skill in inspecting and making adjustments, repairs, and replacements to building fixtures and mechanical equipment. Ability to understand and follow oral and written instructions; to communicate effectively; to prepare estimates of time and materials required for assigned work; to apply quality and safety standards; to complete logs and prepare records and reports; to work in, on, around, over and under fixed equipment or machinery; to work at heights up to 35 feet; to manipulate heavy equipment, tools, supplies and/or exert force up to 70 lbs.; to concurrently manipulate multiple controls on machinery and equipment; to work in hazardous or irritating environments, confined spaces and adverse weather or temperature conditions; to wear and work in personal protective equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Valid Maryland Non-commercial Class C or equivalent driver's license may be required. Candidates selected for employment may be required to be trained to work with asbestos. Employees in this job class assigned to work with equipment containing CFC refrigerants must achieve and maintain valid certification in accordance with federal law.

