

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

MAINTENANCE MECHANIC

JOB DESCRIPTION

Employees in this job install, maintain, repair, and inspect mechanical equipment and electrical systems at state facilities and other properties.

Position Code Title - Maintenance Mechanic-E

Maintenance Mechanic 7

This is the entry level. The employee performs a range of Maintenance Mechanic assignments while learning the methods of the work.

Maintenance Mechanic 8

This is the intermediate level. The employee performs an expanding range of Maintenance Mechanic assignments in a developing capacity.

Maintenance Mechanic E9

This is the experienced level. The employee performs a full range of Maintenance Mechanic assignments and uses independent judgment to make decisions in specific work situations.

Position Code Title - Maintenance Mechanic-A

Maintenance Mechanic 10

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

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing 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, water treatment systems, and plumbing facilities using hand and power tools of the plumbing trade such as pipe wrenches, hacksaws, pipe cutters, and torches.

Installs, services, and repairs electric motors, heaters, coolers, refrigerators, commercial kitchen appliances, and other equipment.

Installs, maintains, and repairs furnaces, heaters, air compressors, air conditioning, and other HVAC equipment.

Services and repairs appliances such as fans, toasters, and washing machines.

Operates, services, and repairs gasoline pumps and motorized vehicles (tune-ups, brakes, hydraulics).

Maintains and repairs boilers, chillers, central steam and chemical water treatment systems, and uses gauges and other test instruments to diagnose malfunctions.

Installs and monitors building security systems, generators, and equipment to ensure facility safety.

Fabricates, welds, assembles, and tests mechanical parts and equipment.

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

Prepares, paints, and finishes surfaces and equipment.

Repairs building fixtures and broken furniture 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.

Maintains grounds including mowing and trimming grass, grading roads, applying pesticides, removing snow, and salting surfaces.

Assists in training others in work techniques.

Drives vehicles to haul supplies, equipment, and material.

Repairs roofs, gutters, and drains.

Maintains logs, records, and reports related to the work.

Requisitions supplies and materials.

Performs related work and other tasks as assigned.

Additional Job Duties

Maintenance Mechanic 10 (Crew Leader)

Assigns work to crew members.

Instructs and trains in proper work methods and processes.

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

Estimates time, equipment and resources needed to complete the work.

Prepares written reports including status of projects.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge is required at the entry level, 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 standard practices, materials, tools, and equipment of the maintenance trades.

Knowledge of electric motors, generators, pumps, pressure systems, water systems, and other equipment and systems.

Knowledge of the occupational hazards and safety precautions applicable to the work.

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

Skill in the maintenance of power, heating, and cooling units.

Skill in the use of metal fabricating tools, common hand tools, power tools, welding equipment, and other tools and equipment used in the maintenance trades.

Skill in diagnosing and repairing mechanical and automotive malfunctions.

Ability to operate and maintain mechanical equipment and tools.

Ability to follow blueprints, specifications, and instructions.

Ability to maintain records related to the work.

Ability to communicate effectively.

Additional Knowledge, Skills, and Abilities

Maintenance Mechanic 10 (Crew Leader)

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Working Conditions

Some jobs require the employee to be exposed to extreme weather conditions, hazardous work environments, environmental factors, and moving traffic.

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties require an employee to climb ladders.

The job duties require an employee to lift and/or move heavy objects.

Education

Education typically acquired through completion of high school.

Experience

Maintenance Mechanic 7

No specific type or amount is required.

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.

Alternate Education and Experience

Maintenance Mechanic 8 - 10

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

See individual position descriptions.

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-A

Maintenance Mechanic-E

Position Code

MAINMCHA

MAINMCHE

Pay Schedule

A31-012

A31-029

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02/04/2024