

Job Title: General Maintenance Specialist
Compensation Rate/Grade: Grade 5
Department: Facilities Services
Updated: January 2020

Essential Functions:

- Perform general and specialized building maintenance in all the trades, such as electrical, plumbing, painting, floor covering, HVAC-digital/pneumatic, hardware, tile work-floor/ceiling, sheet metal, masonry, welding, plastering, etc.
- General and specialized repair and preventative maintenance of all building equipment.
- Assists campus architects and engineers in the development of remodeling, retrofit and new construction projects.
- Instruct, consult and work with fellow maintenance staff.
- Follow work assignments, instructions, labeled information and safety standards independently.
- Demonstrated ability to successfully work independently and organize own work.
- Provide quality customer service to faculty, staff, students and campus visitors.
- Commit to being assigned as an essential employee, meaning you may be required to work when others are excused.
- Use of technology, such as email, smart devices (ex: iPad, iPhone), work order system/programs.
- Enforce and support policies established by the Facilities Services leadership.
- Work with and lead the activities of student staff.
- Attend to Facilities Services related emergencies when necessary.
- Attend safety meetings and other related meetings.
- Perform other related duties as required.

Required Qualifications:

- Demonstrated professional experience in building maintenance areas as needed to perform the essential functions listed above.
- Minimum of five (5) years full-time experience in related work, as a General Maintenance Mechanic and a minimum of two (2) years as General Maintenance Assistant.
- Able to successfully pass our aptitude test with a minimum of 75% score in all categories.
- Satisfactory past work performance.
- Valid driver's license with acceptable driving record.
- Ability to work independently with minimum supervision.
- Maintain licenses, certifications and formal training as are applicable. Participate in GVSU training programs and/or other required maintenance related courses provided by the department.
- A demonstrated understanding of schematics, blueprints and designs.
- Complete lift training and obtain certification, as provided by the university.
- Possess strong verbal and written communications skills.
- Willingness to work off shifts, holidays and overtime as necessary.

Physical Demands:

- Ability to lift up to 70 lbs.
- Work at heights up to 70 feet in confined spaces and during inclement weather.
- Ability to perform manual labor, including bending, twisting, stooping and reaching as needed.
- Ability to work outdoors and/or in unairconditioned buildings, at university events, as required.
- Perform work duties/responsibilities for extended periods of time (approximately 12 hours/day) even during inclement weather.

- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.