

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Maintenance Mechanic
GRADE: 8
REPORTS TO: Facility Operations/Technical Services Director

POSITION SUMMARY: This is an at-will, non-partisan position. The Maintenance Mechanic maintains the physical integrity of the House Office Building to ensure mechanical and electrical systems are operational and efficient and general maintenance is performed daily.

PRINCIPAL ACCOUNTABILITIES: Preventative maintenance and repair on Helical Rotary Chillers, chilled water system pumps, motors, actuator motors, and valves. Monitors and maintains chemicals in cooling tower, chilled water closed loop, hot water heat closed loop and steam condensate. Monitors and controls the operating programs on the Building Automation Management System 24 hours a day.

Maintains hot water heating system, pumps, motors, steam valves and the domestic water including pumps, motors and steam valves. Responsible for changing air filters in all handlers and fan coil units.

Performs plumbing maintenance and repairs.

Provides customer service to Member offices and support staff, including moving them in and out of their offices.

Provides mechanical support to the commercial food services equipment.

Assists with the maintenance and testing of fire prevention system components throughout the House Office Building.

Utilize fork lift to load and unload delivery trucks, move dumpsters, and stack pallets.

Complete all work orders that are administered by the Facility Operations/Technical Services Director and other duties as assigned.

Revised: July 1, 2016

JOB QUALIFICATIONS:

Must have two years of college credit and or certification of an accredited Refrigerant Transition and Recovery Certification Program in accordance with Section 608 Clean Air Act for Stationary Refrigeration Type 1 and Type 2.

Must have college credits or certification in Electrical Concepts and or two years of experience working under a licensed electrician.

Must be proficient with general plumbing maintenance procedures.

Must have five years' experience operating and maintaining a HVAC Building Automation System.

Must be able to remove, assess damage, rebuild, and install various pumps, motors, valves, back flow preventers, and other mechanical devices.