AUBURN
Human Resources

Maintenance Mechanic III

Job Description

JOB INFORMATION

Job Code	ND47
Job Description Title	Maintenance Mechanic III
Pay Grade	ST14
Range Minimum	$50,890
33rd %	$61,070
Range Midpoint	$66,150
67th %	$71,240
Range Maximum	$81,420
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	9/24/2025 9:12:48 AM

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Mechanic

JOB SUMMARY

Responsible for the maintenance and repair of buildings, grounds, and facilities throughout campus.

RESPONSIBILITIES

- Performs inspections and routine maintenance, troubleshoots and repairs various building environmental systems and associated systems; including heating, cooling and ventilation systems. Coordinates with supervisors to schedule repairs and maintenance needs.
- Installs, troubleshoots, repairs, and maintains building plumbing systems including domestic hot and cold and sanitary sewer. Includes, but not limited to; replacing fixtures, repairing leaks, replacing piping, clearing drains.
- Installs, troubleshoots, repairs, and maintains building electrical systems; including lights, devices, fan motors, and breakers. Provides routine and scheduled maintenance such as replacing bulbs, ballasts, and batteries.
- Performs basic carpentry tasks such as door repair and replacement, window repair and replacement, furniture repair and replacement. Including, but not limited to; replacing locks and hinges, replacing balances and locks, replacing drawer glides and pulls.
- May maintain indoor and outdoor surfaces in regards to painting structures and objects. Maintains professional appearance of the facilities extending service life through proper surface prevention and maintenance.
- May provide assistance in additional variations of building maintenance and repair including but not limited to; brick work, concrete, flooring, and general construction.
- Communicates and/or collaborates with coworkers and management to make repairs for routine and emergency repairs to ensure jobs are completed in a quality and timely manner.
- May be required to enter occupied and unoccupied facilities to include, but not limited, to campus housing buildings, personal suites, university dining facilities, personal offices, and academic and administrative buildings depending on individual department and job requirements. Personal interaction between University housing residents, students, faculty, and staff both during and after normal working hours is required.
- Supervises/leads/trains other employees with assigned job duties.
- Coordinates with other departmental staff to order repair parts and stock inventory for all repair services.
- Oversee/supervises on site contractor repair operations on assigned properties.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent.	and	8 years of	Advanced knowledge and experience in building maintenance, electrical repair, plumbing repair, carpentry, and/or trades.	Or
Associate's Degree	with no specific discipline.	and	6 years of	Advanced knowledge and experience in building maintenance, electrical repair, plumbing repair, carpentry, and/or trades.	Or
Bachelor's Degree	with no specific discipline.	and	4 years of	Advanced knowledge and experience in building maintenance, electrical repair, plumbing repair, carpentry, and/or trades.	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge and understanding of basic building maintenance and repair; including electrical, plumbing, mechanical, and carpentry. Basic knowledge of current building codes and practices, and OSHA standards.	
Ability to read, write, and preform basic math skills.	
The ability to correctly and safely use common hand and power tools.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Valid Driver's License	Upon Hire	Required	
	Additional certifications may be required for level II and level III, based on department need.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting			X			
Lifting			X			10 lbs
Climbing				X		
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.