AUBURN
Human Resources

Maintenance Mechanic, NCAT

Job Description

JOB INFORMATION

Job Code	ND52
Job Description Title	Maintenance Mechanic, NCAT
Pay Grade	ST12
Range Minimum	$43,740
33rd %	$51,030
Range Midpoint	$54,670
67th %	$58,320
Range Maximum	$65,610
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	128 Samuel Ginn Col of Engineering
Approved Date:	9/24/2025 9:13:41 AM

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Mechanic

JOB SUMMARY

Performs minor repairs and maintenance on off-campus buildings and equipment.

RESPONSIBILITIES

- Performs general building repairs and maintenance at the National Center for Asphalt Technology (NCAT) main facility and the Test Track facility to include: changing light bulbs, replacing ceiling tiles, painting, pressure washing outside of buildings and walkways, custodial work, hanging and removing items for walls, and minor repairs and deferred maintenance for plumbing, electrical, roof leaks, etc. This also includes ordering supplies needed.
- Performs basic equipment maintenance such as cleaning, changing filters, cleaning door readers and making cards, and basic computer issues.
- May be required to travel to campus to get supplies, for vehicle services, inspections, and cleaning, for recycling or cardboard and scrap metal.
- Assists in NCAT Pavement Testing Lab and with Test Track instrumentation maintenance.
- 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.
- Assists with installation, assembly, repair, and removal of testing equipment and building furnishings.
- Cleans vehicles and takes vehicles for fueling and servicing.
- Assists with off-site pavement materials sampling and equipment installation. May require overnight travel on occasion for this activity.

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	3 years of	General building maintenance, basic electrical repair, basic plumbing repair, and/or general 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

Ability to handle minor repairs and maintenance for NCAT buildings and equipment.	
Ability to work without close supervision.	
Ability to access a repair or maintenance situation and determine the way to correct the problem or identify that it is a major repair issue and give suggestions on the way to proceed.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Motor Vehicle Record (MVR); Pre-Employment Drug Screening

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					
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

Additional Special Requirements:

Ability to differentiate colors of wires, ability to see up close for working with tools.