



JOB INFORMATION

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| Job Code | ND45 |
| Job Description Title | Maintenance Mechanic I |
| Pay Grade | ST10 |
| Range Minimum | \$38,280 |
| 33rd % | \$43,380 |
| Range Midpoint | \$45,940 |
| 67th % | \$48,490 |
| Range Maximum | \$53,590 |
| Exemption Status | Non-Exempt |
| Approved Date: | 9/24/2025 9:10:16 AM |

JOB FAMILY AND FUNCTION

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|---------------|---------------------------------------|
| Job Family: | Facilities, Maintenance, & Operations |
| Job Function: | Mechanic |

JOB SUMMARY

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

RESPONSIBILITIES

- May work independently or with other team members as needed to perform inspections and routine maintenance, troubleshoot and repair various building environmental systems and associated systems; including heating, cooling and ventilation systems. Coordinates with supervisors to schedule repairs and maintenance needs.
- May work independently or with other team members as needed to install, troubleshoot, repair, and maintain building plumbing systems including domestic hot and cold and sanitary sewer. Includes, but not limited to; replacing fixtures, repairing leaks, replacing piping, clearing drains.
- May work independently or with other team members as needed to install, troubleshoot, repair, and maintain building electrical systems including but not limited to; lights, devices, fan motors, and breakers. Provides routine and scheduled maintenance such as replacing bulbs, ballasts, and batteries.
- May work independently or with other team members as needed to perform 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 work independently or with other team members as needed to 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 including but not limited to; cleaning, pressure washing, painting, and material repair and replacement.
- 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.
- May assist in furniture removal, installation, relocation and setup.
- This position includes the above mentioned tasks, but is not limited to them. Additional related tasks could be requested as different situations arise.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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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 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 | High School Diploma or equivalent. | and | 0 years of | General building maintenance, basic electrical repair, basic plumbing repair, basic carpentry, and/or general trades. | |

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 perform 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 | Any State | 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 | | | | | |
| 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.