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## Auburn University Job Description

Job Title: **Maintenance Mechanic, NCAT**

Job Family: No Family

Job Code: **ND52**

Grade FM12: \$35,500 - \$53,300

FLSA status: Non-exempt

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### Job Summary

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

### Essential Functions

1. 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, scrap metal and cardboard recycling, and minor repairs and deferred maintenance for plumbing, electrical, roof leaks, etc. This also includes ordering supplies needed.
2. Performs basic equipment maintenance and troubleshooting such as cleaning, changing filters, cleaning door readers and making cards, and basic computer issues.
3. Travels to campus and local locations to get supplies, for vehicle services, inspections, and cleaning, for recycling or cardboard and scrap metal.
4. Assists in NCAT Pavement Testing Lab and with Test Track instrumentation maintenance.
5. 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.
6. Assists with installation, assembly, repair, and removal of testing equipment and building furnishings.
7. Cleans vehicles and takes vehicles for fueling and servicing.
8. Assists with off-site pavement materials sampling and equipment installation. May require overnight travel on occasion for this activity.
9. This position includes the above mentioned tasks, but is not limited to them. Additional related tasks could be requested as different situations arise.

### Supervisory Responsibility

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

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	High School	High School Diploma or equivalent.
<b>Experience (yrs.)</b>	3	General building maintenance, basic electrical repair, basic plumbing repair, and/or general trades.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions 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 Required Knowledge

Ability to handle minor repairs and maintenance for NCAT buildings and equipment.

Ability to work without close supervision.

Ability to assess 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.

#### Certification or Licensure Requirements

Valid driver's license

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### Physical Requirements/ADA

Frequent heavy or intense physical requirements, combined with exposure to a number of disagreeable elements, such as heat, cold, noise, dust, dirt, chemicals. Injury may require professional treatment or hospitalization. Constant precautions required.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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

Date: 3/22/2023

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