

GENERAL MAINTENANCE MECHANIC*

Function of Job:

Under general supervision of designated supervisor, perform general and preventative maintenance services and related repairs to college/university buildings, structures, machinery and equipment.

Characteristic Duties and Responsibilities:

1. Perform assigned general maintenance duties required to maintain and repair campus buildings, structures, machinery and equipment, involving some skill in carpentry, plumbing, painting and/or the electrical or mechanical trades.
2. Assure that jobs specified on maintenance requests and work orders are completed satisfactorily.
3. Refer work requiring more specialized or skilled crafts to appropriate trades supervisor and follow-up to completion.
4. Assist in periodic inspections of buildings and structures.
5. Maintain tools and equipment required for maintenance tasks and inventory of equipment and supplies.
6. Make emergency repairs within area of knowledge and responsibility.
7. Maintain required records of hours/materials expended for each job.
8. Attend special training classes and sessions to increase skill in various crafts.
9. Inspect machinery in operation to assure proper functioning, including checking pressures and temperatures as required.
10. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Trade or vocational school graduation and two years of experience in one or more of the building trades, or combination of training and experience equal to four years.
2. Working knowledge of two or more trades and mechanical aptitude as required by department.
3. Knowledge and ability to operate tools of the trade.
4. Willingness to learn new skills and methods.
5. Sufficient strength and physical dexterity to perform duties and responsibilities of the job, including heavy work with exposure to inclement weather for prolonged periods of time.
6. Must be able to wear and use appropriate personal protective equipment as necessary.
7. Valid motor vehicle operator's license if required.

Additional Desirable Qualifications:

1. Experience at the institution to be served or at another college/university.

4-11-07 _____
System Approval

4-09-07 _____
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position

* Revised - Original approved 6/25/75 and revised 3/10/82, 12/11/86, 4/21/93 and 3/6/98.