

MAINTENANCE MECHANIC
LOUISVILLE COLLEGIATE SCHOOL

REPORTS TO:

Shift Supervisor

PRIMARY RESPONSIBILITIES:

The Maintenance Mechanic job description calls for a skilled individual who is capable of performing duties inside and outside the physical plant. Under general supervision, performs a variety of general maintenance duties which include electrical, mechanical, plumbing and pipefitting in the maintenance and repair of the buildings, grounds and equipment.

REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:

- A High School diploma or G.E.D., and five years related maintenance work experience.
- Performs work in the mechanic's skill area such as assembly, HVAC, electrical, plumbing, soldering, cutting and pipefitting, carpentry, painting, drywall and grounds maintenance.
- Diagnose equipment failures.
- Installs and rearranges equipment. Dismantles, repairs and reassembles equipment.
- Complete routine paperwork as required.
- Uses typical mechanic's tools, meters, and inspection gauges.
- Works from drawings, verbal instructions, work orders or sketches.
- Operates equipment to check work as required.
- Plan work scope, methods, tools and materials to be used for each project.
- Responsible for material and equipment inventory.
- Performs preventive maintenance and frequencies according to preventive maintenance schedules.
- Perform set ups and breakdowns for special events.
- Assist with Ice/Snow Removal
- Frequently lifting and/or moving up to 50 pounds is required and lifting and/or moving up to 100 pounds is required occasionally.

ADDITIONAL REQUIREMENTS:

- Effective written and oral communication skills commensurate with the responsibilities of the position
- Ability to follow oral and written instructions.
- Must have effective organizational, problem solving, and time management skills
- Energetic & self-motivated
- Knows location of all shop equipment.
- Able to start, stop, and work all equipment.
- Works on ladders, scaffolds and in pits.
- Flexibility and patience is desired
- Must be flexible to work overtime, weekends and other shifts as needed
- Ability to establish and maintain working relations with subordinates, supervisors, co-workers, faculty and staff.
- Reliable transportation.

- Assist with snow removal.
- Ability to estimate and request supplies when needed
- Perform other duties as assigned by the Director of Facilities

Candidates interested in applying for the Maintenance Mechanic position should send a resume and letter of interest via email to the following:

Director of Facilities

Mike Basham

mbasham@louisvillecollegiate.org