BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Maintenance Mechanic

DEPARTMENT: Physical Plant

FUNCTION: Working from blueprints, schematics and general direction, directs the work on a given project based on specialized knowledge required to accomplish the job. Ensures necessary tools and materials are available at the work site, tasks are performed in a safe and efficient manner and the work conforms to applicable codes.

REPORTS TO: Acting Managing Director, Physical Plant

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:
Responsibilities include but are not limited to:

1. Performs and may direct specific project work based on specialized knowledge required to accomplish the job at hand; often utilizes blueprints and schematics to create work plan and/or inform tasks to be completed.
2. Ensures work sites are fully equipped with tools and materials.
3. Confirms tasks are performed in a safe and efficient manner and certifies that the work done conforms to applicable codes.
4. Performs additional tasks or duties as assigned by the Facilities Manager or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Demonstrates specialized competence in a minimum of two of the following trade skills:

- Welding, Electric and Gas: Working knowledge of metals, electricity, gasses and pressures used in welding and cutting.
- Painting: Working knowledge of high pressure spray and electrostatic metal spray equipment, mix paints, colors and solvents.
- Carpentry: Build forms, stairs, specialized furniture and fixtures, counters, bookshelves, etc. Hang doors and jams and cabinet making.
- Tile and Sheetrock: Working knowledge of ceramics, floors, acoustical tile, ceiling,
wall construction, metal studs and related equipment.

- Locksmith: Working knowledge of key making equipment. Installation and repair of door locks, panic bars, safety locks, electrical locks, security locks and devices.
- Door Maintenance and Repair: Working knowledge of doors, corrective and preventive maintenance of doors, door hardware, door checks and door related material.

Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

**Education:** High School or Vocational School education or an appropriate apprenticeship

**Experience:** Minimum of 2 years of experience with specialties.

**Other:** In addition, must:

- Have a valid New Jersey driver’s license
- Be able to work any shift any day of the week
- Be able to lift up to 75 lbs.
- Be able to bend and kneel
- Be able to climb stairs and ladders, use hand tools, work in hot and cold temperatures, wear protective equipment including eye glasses, gloves, hard hat, and coveralls
- Be able to see small objects, work alone, and twist objects (brooms and brushes)
- Read, write and speak English and understand material data sheets.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: ___________________________ Date: ____________
Name/Title

Approved by: ___________________________ Date: ____________
Name/Title

Reviewed by: ___________________________ Date: ____________
Human Resources

Board Approval: _________________________ Date: ____________
Board Approval
THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE