

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Electrician/Maintenance Mechanic
GRADE: 9
REPORTS TO: Facility Operations/Technical Services Director

POSITION SUMMARY: This is an at-will, non-partisan position. The Electrician/Maintenance Mechanic ensures electrical systems are operational and efficient, in addition to performing general maintenance to sustain the physical integrity of the House Office Building.

PRINCIPAL ACCOUNTABILITIES:

Wires all electrical components and performs all preventative maintenance, project work, or corrective maintenance on electrical and lighting systems.

Follows all safety requirements and makes sure that work complies with Michigan Electrical Code.

Assists Master Electrician of Record with fire alarm, fire suppression, and weekly standby power generation testing.

Maintains and replaces lighting in the House Office building.

Performs preventative maintenance and repair on Helical Rotary Chillers, chilled water system pumps, motors, actuator motors, and valves. Maintains hot water heating system, pumps, motors, steam valves and the domestic water including pumps, motors and steam valves.

Performs plumbing maintenance and repairs.

Utilize fork lift to load and unload delivery trucks, move dumpsters, and stack pallets.

Complete all work orders that are administered by the Facility Operations/Technical Services Director and other duties as assigned.

JOB QUALIFICATIONS:

Must maintain a Michigan Department of Regulatory Affairs Bureau of Construction Codes Electrical License. Must pass Michigan Electrical Code class every three years. Must have five years of experience as a licensed Electrician.

Must be proficient with general plumbing maintenance procedures.

Must be able to remove, assess damage, rebuild, and install various pumps, motors, valves, back flow preventers, and other mechanical devices.