



## **Maintenance Engineer Job Description (Exempt)**

### **I. SUMMARY**

The Maintenance Engineer will provide leadership in maintaining the interior and exterior appearance of institutional buildings. This work involves adhering to established standard procedures, techniques, and safety requirements with some judgment required to interpret instructions. Must be very familiar with interpreting event diagrams and completing set-ups as required

### **II. EDUCATION AND EXPERIENCE**

#### **Education:**

Bachelor's degree from an accredited college/university Business administration preferred; or a combination of education and management experience.

#### **Experience:**

Minimum of (two) 2 years experience preferred.

### **III. WORKING CONDITIONS**

#### **Environmental/Working Conditions:**

- Performs duties in an office environment during normal hours of operation.
- Some after-hours work and travel may be required.
- Other hours may be scheduled at Senior Management's discretion.

#### **Physical and Mental Effort:**

- Prolonged sitting required, with ability to operate office equipment, which may include standing, bending, and lifting.
- Requires ability to work under stressful conditions to meet deadlines and make quick, accurate decisions.
- Ability to maintain flexibility in doing required tasks, as well as handle stressful situations in a calm and courteous manner at all times.

#### **Transportation:**

Must have reliable transportation; valid driver's license and current auto liability insurance.

## IV. QUALIFICATIONS

### Ability to:

- Maintain confidentiality of information obtained during the course of employment.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of employment.
- Work independently with minimal supervision.
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.
- Effectively communicates clearly and concisely, both orally and in writing.
- Demonstrate strong teamwork & interpersonal skills, determination, professionalism, and confidence.
- Demonstrate leadership attributes, such as the ability to organize and coordinate work efficiently, set priorities, and motivate others.
- Demonstrate proficiency of and utilize computers, modern software and office equipment.
- Demonstrate competency to deal effectively with job demands.
- Demonstrate good organizational and time management skills.
- Effectively handle stressful situations in a calm and courteous manner at all times.

## V. ESSENTIAL FUNCTION STATEMENT

*Essential responsibilities and duties may include, but are not limited to the following:*

### Essential Job Duties:

- Provide leadership and coordination of all assignments for events managed by Facilities Manager on the campus which includes decision-making responsibilities for the various events.
- Follow procedures and make work assignments are completed in a timely manner and to ensure proper quality and quantity.
- Receive work orders and interface with all supervisors, managers, and requesting party to finalize needs and scope of assigned tasks.
- Coordinate relocation of offices, classrooms, and set-ups for special events in the assigned area of work that may require the use of campus vehicles.
- Effectively communicate with others verbally in person and via telephone, as well as in writing.
- Performs other duties as assigned by Senior Management.

## VI. KEY COMPETENCIES

- **Job Knowledge**
- **Problem Solving/Decision Making Skills**
- **Organization, Planning and Control Skills**
- **Flexibility/Adaptability**
- **Leadership Skills**
- **Interpersonal Skills/Teamwork**
- **Communications Skills (Oral and Written)**
- **Resource Management**

## **VII. STATEMENT OF UNDERSTANDING & CONFIDENTIALITY**

I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description may be construed as limiting the employer's right to discipline or terminate my employment at any time for failure to perform satisfactorily.

I also understand and acknowledge that as an employee, I am expected to maintain confidentiality of any information I may receive during the course of my employment. I agree to not divulge any information to an unauthorized person and said information shall remain confidential at all times during and after my employment.

I understand any breach of confidentiality could result in immediate termination of employment.