



Montcalm Community College

Title: <i>Maintenance Technician</i>	Department: <i>Facilities</i>
Employee Group: <i>Support Staff</i>	Employee Classification (if applicable): <i>Maintenance</i>
Immediate Supervisor: <i>Director of Operations</i>	Supervises: <i>N/A</i>
Hours: <i>40</i>	EX/NE: <i>Non-Exempt</i>

General Description:

This position performs with a degree of independent judgment, general preventative and repair maintenance, plumbing, carpentry, painting, minor electrical, HVAC, snow removal, event set up, and lawn care. It requires applied knowledge of building, fire, health and safety code requirements and assists in the inspection of the College's facilities, noting condition of site, building and equipment that require attention and/or repair, and reports violations of rules. Position requires reliable transportation to report to work at any time for emergency response. Performs other related duties as required.

Position Duties/Functions:

1. Perform routine maintenance tasks on building systems as well as equipment and vehicles.
2. Perform preventative maintenance on building operations infrastructure.
3. Perform minor repairs of campus electrical systems.
4. Operate the Building Automation System (BAS).
5. Operate and assist in performing routine swimming pool maintenance.
6. Utilize and maintain computerized maintenance management system.
7. Practice lock-out/tag out procedures without fail.
8. Perform duties according to State and Federal regulations.
9. Assist with in-house construction projects including minor carpentry, plumbing, and electrical work.
10. Assist with grounds care and snow removal.
11. Participate in annual training as required by law and other training as provided to increase job knowledge and performance.
12. Diagnose, mitigate, and assist in resolving major utility issues on campus. Climb and work on ladders, scaffolds, scissor lifts, and work on roofs.
13. Other duties as assigned by supervisor.

Required Qualifications:

Knowledge, skills, and experience in the following areas:

1. Carpentry
2. Electrical distribution, systems, and components (including high and low voltage, AC and DC systems)
3. Plumbing systems and fixtures
4. Heating and air conditioning systems
5. Vehicle and equipment repair

- 6. Life safety systems and components
- 7. Door hardware systems and institutional keying systems
- 8. Valid Michigan Driver's License

Preferred Qualifications:

- 1. Licensed Electrician
- 2. Licensed Plumber
- 3. Previous experience in maintenance in educational or industrial facilities
- 4. HVAC experience

Benefits:

Comprehensive medical, dental and vision coverage, including a high-deductible health plan. Long-term disability coverage and group term life insurance are also included. Paid vacation, personal, and sick leave are provided. Additionally, tuition-free study (some limitations) for self and dependents age 25 and under.

REMUNERATION:	\$23.42 hour
APPLICATION DEADLINE:	January 22, 2026 Applications received by this date will receive preferential consideration. However, the position will remain open, and applications will be reviewed until this role is filled.
START DATE:	ASAP
METHOD OF APPLICATION:	Online application at www.montcalm.edu/employment. Attach your cover letter, detailed resume, transcripts (if applicable), and three reference letters.

It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment, and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.