

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Facilities Night Shift Coordinator

GRADE: 8

REPORTS TO: Facility Operations/Technical Services Director

POSITION SUMMARY: This is an at-will, non-partisan position. The Facility Night Shift Coordinator must be present to staff the House Office Building after hours for contracted service work and/or until House Session has concluded. The individual also maintains the physical integrity of the House Office Building to ensure mechanical and electrical systems are operational and efficient, including general daily maintenance.

PRINCIPAL ACCOUNTABILITIES: The Facilities Night Shift Coordinator assists with the building electrical and mechanical projects, including completing maintenance and plumbing repairs. This individual assists with the HVAC system, specifically maintaining and cleaning the cooling tower, chemical testing of the chilled water system, and replacing filters.

Maintain keys, locks, and other door components for AHOB.

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

Check controls and operating programs on Tracer Summit Building Management System.

Assists with installation of modular furniture.

The individual also prepares the building for daily operations and snow removal.

Conducts regularly scheduled inventories of offices to ensure equipment and furniture are accounted for.

This individual is responsible for other duties as assigned.

JOB QUALIFICATIONS: Must maintain a valid State of Michigan Chauffer's license or Commercial Driver's License and certification by MIOSHA to operate a fork truck. Must be proficient with general plumbing, electrical, HVAC, and small engine repair maintenance procedures. Must have 10 years of experience working in general trades and or building maintenance.