



**CENTRAL COUNTY TRANSPORTATION AUTHORITY**  
invites applications for the position of:

## **Building Maintenance Specialist (B21)**

---

**SALARY:** \$32,716.00 - \$43,946.00 Annually

**OPENING DATE:** 02/07/18

**CLOSING DATE:** 02/20/18 11:59 PM

### **DESCRIPTION/DISTINGUISHING FEATURES:**

The **Building Maintenance Specialist** is a skilled position for sometimes difficult and complex building and mechanical maintenance work. This is a safety-sensitive position that provides support to the Fleet & Facilities Manager and Maintenance Supervisors.

### **EXAMPLES OF DUTIES:**

A qualified individual must be able to perform the essential functions of the position with or without reasonable accommodation.

- Performs building maintenance work such as carpentry, electrical, masonry, painting, plastering, hydraulics, welding, and plumbing.
- Repairs, and replaces motors, pumps, gears, drive trains, boilers and hydraulic systems.
- Inspects equipment to determine repair costs and salvages parts or disposes of worn out equipment.
- Installs and repairs HVAC equipment.
- Operates light and heavy equipment as required
- Installs, repairs, and sets recording instruments.
- Prepares reports and maintains work order system.
- Ensures building maintenance vendors are providing complete and quality service in accordance with existing contracts and expectations and may act as a project manager.
- Maintains a safe, inviting, clean, and safe atmosphere for CCTA facilities.
- Assists in feeding chemicals and maintenance of the equipment.
- Snow removal.
- Ability to make small procurements for goods and services, follow purchasing guidelines.
- Assist in writing bid specifications for building related purchases.
- May perform other duties, as assigned.

### **ESSENTIAL QUALIFICATIONS:**

- State of Michigan driver's license.
- Good working knowledge and extensive experience of trade practices, materials and tools.
- Thorough knowledge of occupational hazards and safety precautions.
- Ability to do skilled and complex building or mechanical maintenance work with minimal assistance.
- Ability to work and fabricate from sketches, drawings and blueprints.
- Ability to establish and maintain effective working relationships with vendors and with other employees.

- Ability to prepare reports and maintains work records.
- Basic math and computer skills with the ability to learn new programs as required.
- Must be flexible in emergency situations.
- High school diploma or GED.
- Two or more years of related experience in building maintenance and general shop maintenance.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://kmetro.com>

Position #18-00002  
BUILDING MAINTENANCE SPECIALIST (B21)  
JD

530 North Rose Street  
Kalamazoo, MI 49007  
269-337-8446