

MS 52-09-10

DATE OF POSTING: August 23, 2010

TERMINATION DATE FOR APPLICATIONS: August 30, 2010

POSITION: **FACILITIES SERVICES TECHNICIAN**

COMPENSATION/BENEFITS: Per SSA/USO Contract
Grade D

STAFF RELATIONSHIP: Responsible to Brian Guy
Associate Manager

EMPLOYMENT DATE: As soon as possible

SEND APPLICATION AND RESUME TO: **Human Resources Department**
Michigan Education Association
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573

BASIC PERFORMANCE EXPECTATIONS:

This job has primary responsibility for services provided by the department including interior and exterior maintenance and repairs of MEA & MESSA owned buildings and grounds. At times, this job requires working in adverse weather conditions and exposure to less than agreeable working environment;

This position requires the use of many power and hand tools as well as the ability to operate snow removal equipment, vans and/or trucks;

This position is responsible for all MEA, MESSA, and MEA FS sponsored conferences, representative assemblies and on-site meetings. The successful candidate will need to be able to maintain materials, gather and pack materials, inventory materials, and deliver materials needed at conferences as well as provide on-site assistance. Overnights may be required. Duties for conferences may also include some heavy lifting, such as loading and unloading trucks and transporting bulk materials and supplies;

This position is responsible for maintaining the cafeterias and coffee stations throughout the complex;

This position is responsible for setting up and tearing down meeting rooms, including arranging tables and chairs in the proper configuration as well as providing snacks and beverages as requested. This position must also clean up after meetings. The person in this position must be able to follow written and oral instructions. This position must also set up and turn on sound system(s) and audio visual equipment when requested;

This job is responsible for the MESSA/MEA/MEA FS stockrooms. The successful candidate will perform clerical duties in the stockrooms, such as inventory management, confirming receipt of supplies and delivering supplies throughout the buildings. Work includes loading and unloading delivery trucks and keeping the loading docks clean;

This job requires the ability to establish and maintain effective working relationships with vendors, members, outside organizations, as well as staff and management;

This job requires the use of a computer.

ASSIGNED DUTIES:

Examine buildings and facilities on a regular basis to identify and perform needed repairs and maintenance. Keep immediate supervisor informed of work progress, including present and potential work problems;

Perform routine preventative maintenance and repairs on buildings and facilities;

Perform snow removal, lawn and landscape maintenance for MEA, MESSA, and MEA FS complex;

Use power and hand tools, yard and snow removal equipment and operate vans and/or trucks;

Perform basic maintenance on equipment;

Assist in moving, assembly of, and disassembly of furniture and office equipment.

Receive and unload shipments of materials and supplies. This includes, but is not limited to, verifying amounts received compared to purchase orders, checking items for condition, securing and storing deliveries;

Fill materials and supplies orders as requested and keep appropriate records. This includes delivering materials and supplies to appropriate locations;

Keep cafeterias, stockrooms, and loading docks clean and in reasonable order. Duties include maintaining adequate inventory of cafeteria supplies and ensuring that appropriate containers are filled (i.e., napkin dispensers, utensil containers, and condiment containers). Duties also include cleaning cafeteria tables, chairs, storage units, microwaves, countertops, and other kitchen equipment;

Attend MEA, MESSA, and MEA FS sponsored conferences, representative assemblies, and other meetings as required. Duties include maintaining conference materials in the stockroom, working with the conference coordinator to identify material to be used, and gathering and packing materials for transportation to the conferences. If requested, provide on-site assistance for distribution of materials. This task may include weekends and/or overnight absences.

Duties include lifting objects over 50 lbs.;

Perform other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Graduation from a standard high school or GED;

Ability to perform heavy lifting tasks and lifting objects weighing over 50 pounds;

Experience in operating and performing routine service on maintenance equipment;

Knowledge of basic maintenance procedures and operations, safety rules and regulations;

Experience in operating material handling equipment, audio/visual and sound equipment, kitchen equipment, and common office equipment;

Experience in and use of a computer applying basic business applications;

Ability to work nights and/or weekends which may include overnights;

Ability to perform routine mathematical calculations, follow written and oral instructions, and communicate tactfully, courteously and effectively;

Must possess a valid Michigan's driver's license and have the ability to operate medium and large duty trucks.

TESTING:

Lifting:	Over 50 pounds
Arithmetic:	50%
Forms Checking:	50%
Language Skills:	60%
Basic Computer Skills, including: Word, Outlook, and Web Access	Proficient or %

11/09/09