

Alverno College
Non-Exempt Position Description

Position Title: Maintenance Mechanic / Fireman

Date: August 2025

Department: Facilities
Time

Status: 12-month/Full-

Reports To: Facilities Manager

Primary Function: Perform preventive maintenance repairs and operations procedures to provide the College with a safe, comfortable, and aesthetically pleasing environment. Must be dependable, proactive, and able to work independently.

Principal Responsibilities:

1. Perform all maintenance functions associated with the Physical Plant
2. Perform all work in a timely, cost-effective manner
3. Understand basic troubleshooting, diagnostic, and repair procedures
4. Respond professionally to emergencies or urgent repair requests
5. Accurately maintain records, complete paperwork, and track repair hours
6. Operate steam and hydronic boilers
7. Snow removal including use of plow, snow blower, and manually
8. Assist with security and grounds as needed
9. Perform other duties as necessary to support the mission

Knowledge and Skills Required:

1. High school diploma or equivalent, with secondary education and/or on-the-job training in HVAC (Physical Plant) maintenance
2. Proven experience in basic electricity, troubleshooting, and analytical skills
3. Requires the following permits/licenses: City of Milwaukee Department of Neighborhood Services Fourth Class Stationary Engineer's Permit or higher and American Society of Power Engineers Facility Operating Engineer Second Class License or higher
4. Must have a valid drivers' license and meet Alverno College established criteria for driving College owned/leased vehicles
5. Familiarity with Metasys and Comfortworks energy management systems is a plus

6. Must be able to lift 50 pounds frequently and repeatedly. Requires the ability to frequently stoop, bend, walk and stand. Must have good manual dexterity.
7. Must be able to work from elevated and/or uneven surfaces.

Working Conditions:

1. Some exposure to harsh climate conditions, hazardous materials, and high noise levels associated with Physical Plant equipment
2. Working environment is generally a clean academic setting

How to Apply:

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the online application.

In accordance with the Americans with Disabilities Act (ADA), Alverno College will provide reasonable accommodations to qualified individuals with disabilities. If you require accommodations during the application or interview process, please contact HR@alverno.edu.

Alverno College is an Equal Opportunity Employer and committed to workplace diversity.