



OFFICE OF HUMAN RESOURCES

POSITION ANNOUNCEMENT

POSITION TITLE: Mechanical Trades Chief I

PERSONNEL STATUS: PIN/Non-Exempt

DEPARTMENT: Facilities Management

OPEN DATE: March 20, 2015

CLOSING DATE: April 2, 2015

Duties and Responsibilities: Under general supervision, assigns maintenance tasks to semi-skilled workers as required; maintains routine records; operates motor vehicles as required; reports for duty when emergency situations arise such as power outages, equipment failures, snow storms, etc; prepares a variety of special reports reflecting daily operations and project statuses; generates purchase requests; performs monthly inspections of fire alarm systems; contacts vendors and contractors regarding prices for materials and labor; makes periodic visual inspections on all related equipment; performs other necessary duties as required;

Qualifications: High School diploma/GED required. Some college preferred. Minimum five (5) years progressively responsible experience in the trade(s) where assigned to include at least two (2) years in a lead or supervisory capacity required. Comprehensive knowledge of and skill in the methods and techniques of the trade where assigned and OSHA regulations related to trade area. Thorough knowledge of and skill in the practical application of hydraulics and mechanics; basic mathematics; care of storage of equipment and supplies; inventory practices and records; hazard and safety precautions.

Conditions of Employment: Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Candidates must have a valid Maryland Non-commercial Class C or equivalent driver's license. Background checks are conducted on all selected candidates.

SALARY: \$39,777 - \$48,000

GRADE: 12

Application: Interested and qualified applicants should submit two copies of a cover letter, resume/curriculum vitae, BSU Employment Application, along with a list of at least three (3) professional employment references.

Submissions without an application will not be considered. Email or mail all documents to:

**Office of Human Resources
Bowie State University
14000 Jericho Park Rd
Bowie, MD 20715
JOBS@bowiestate.edu**

Bowie State University is an Equal Opportunity /Affirmative Action Employer

Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University's EEO Officer at 301-860-3442.

To download the BSU application, go to <http://www.bowiestate.edu/files/resources/staff-employment-application-revised-9-2014.pdf>

In accordance with Clery Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal incidents that occur on our campuses.