

Campus Services



CAREER

PATH MOBILITY

CS Career Path Mobility (CPM) Program

The **purpose** of the Career Path Mobility Program is to provide a pathway to support professional development, skill mobility, and career advancement specifically for Campus Services employees.

The program is designed to build an internal pipeline for talent development and career progression.



CS Career Path Mobility (CPM) Program

What will be happening over the next year with CPM?

- Where appropriate, we are working to develop organizational structure with multi-step roles within key job families.
- Ensure CS policies, procedures, and processes support and promote a culture of employee development, career planning, career advancement, and internal promotion
- Provide structure, training, and development opportunities that support employee goals and organizational needs.
 - A structured Learning Plan will be utilized to track learning and demonstration of skills



Introduction of Mechanic I Role

- **What does a Mechanic I do?**
 - Applicants who are selected will initially spend the majority of their workday shadowing an experienced mechanic, to learn the required duties and responsibilities of the role.
 - In addition to job shadowing, they will receive foundational technical skill training.
- **What shifts are available?**
 - Selected applicants will work the following shifts: second shift, third shift, weekends.
- **Selection criteria**
 - Competitive candidates are expected to demonstrate good relational skills, potential/ability to learn the needed trade, and good prior job performance, including attendance. No specific technical experience is necessary.

Introduction of Mechanic I Role

Emory University Job Description

Title:	Maintenance Mechanic I	Family:	4101 Trades:Maintenance
Job Code:	HK45	Function:	BU Building and Support Svcs
FLSA:	Non-Exempt	EEO Code:	
Grade:	224	Eff Date:	2021-04-01

Salary Range:

Minimum: \$29,640.00	Midpoint: \$35,500.00	Maximum: \$44,200.00
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Job Description:

JOB DESCRIPTION: Assists mechanics in maintaining and repairing mechanical equipment, machinery, or building systems and in performing carpentry, plumbing, electrical or general labor. Provides general maintenance support and assists others in semi-skilled maintenance and trade work activities. Communicates directly with customers to understand and resolve issues in an efficient and timely manner. Uses preventive maintenance procedures, troubleshoots equipment breakdowns and quickly restores equipment and systems back to service. Validates quality of work for outside specialty contractors within necessary timelines.

Collaborates with mechanics to perform root cause analysis for equipment and system failures. Performs and maintains basic troubleshooting of electrical and mechanical equipment. Has the ability to read and interpret blueprints, drawings, schematics and written technical documents associated with general machinery in order to locate trouble areas and to complete repairs accurately. Operates handheld and power tools. Drives utility vehicles to and from worksites. Responsible for daily inspections, maintenance, safe operation, and safeguarding against vandalism or theft. Follows all safety protocols and utilizes the necessary Personal Protective Equipment (PPE) while maintaining equipment to create a safe work environment and eliminating safety hazards. Performs related responsibilities as required.

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MINIMUM QUALIFICATIONS: A high school diploma or equivalent and one year of experience in a facilities or related program, OR an equivalent combination of education, training, and experience. Working knowledge of computer or mobile applications. Basic PC capabilities and the ability to use mobile & handheld devices. Ability to conduct hands-on training for others. Prefer hands-on proficiency with commercial HVAC, plumbing and electrical systems, structural and general carpentry. Positions in this classification may require a valid Georgia driver's license and an insurable driving record. Some positions within this classification may require the ability to lift 50 pounds and to bend, stoop and twist.

Applying for Mechanic I Role

"Internal Only" posting which can only be accessed through Employee Self-Service

Please see below for the steps:

- Go to [Emory Self Service](#)
- Log in with Emory username and password
- Click the "Careers" Tab (you may be prompted to log in again)
- Choose "View Job Opportunities"
- Type in 68898 or Maintenance Mechanic I

Q&A

Additional Questions?
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