

**Michigan Senate
Senate Business Office**

POSITION POSTING

TRADES ASSISTANT

Summary Position Description:

Under the direction of the Senate Business Office and supervised by the Senate Physical Properties Manager, this employee interacts with Senate Offices in a service oriented capacity, performs a variety of HVAC mechanical work, plumbing, electrical and some carpentry tasks. This employee will work independently and with direct supervision. Work requires knowledge in the HVAC mechanical trade as well as some knowledge in plumbing and electrical. The employee will perform a wide range of HVAC mechanical, plumbing, electrical and preventative maintenance tasks.

Qualifications:

A High School diploma or equivalent plus strong customer service skills are required. Two years experience as a General Helper or HVAC mechanic, and knowledge of one of the other trades such as plumbing and electrical preferred. Ability to work from heights, climb, crawl, stoop, bend, and stand for extended periods of time required. Ability to move heavy equipment, materials, and furniture up to 75 lbs. required. Other combinations of education and experience may be evaluated on an individual basis.

Status: Full-time with benefits

Starting Salary: \$30,000-\$38,000

A detailed job description for this position may be obtained from the Senate Business Office, Binsfeld Building, 2nd Floor, 201 Townsend, Lansing, MI, 48933

This is a non-partisan and non-Civil Service, at-will position

Please send resume and cover letter by 5:00 p.m. Friday, June 16, 2017:

Senate Business Office
Attn: Human Resources
P.O. Box 30036
Lansing, MI 48909-7536
fax to (517) 373-7455
email: trades@senate.michigan.gov

The Michigan State Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 373-1675.