



MICHIGAN STATE CAPITOL COMMISSION

Job Posting

Posting & Application Period:
July 11, 2023 until filled

Central Control Operator

DEPARTMENT:	Michigan State Capitol Commission – Facilities Operations
STATUS & HOURS:	Part-Time (24 hours weekly, plus additional on-call weekday shifts)
CORE WORK SHIFT:	7:00 am to 7:00 pm, Saturday & Sunday
MINIMUM SALARY:	\$15.00 per hour
JOB LOCATION:	Capitol Building, 100 N. Capitol Avenue, Lansing, MI

GENERAL DESCRIPTION OF DUTIES

Employees in this job operate and monitor centralized, automated building environmental, life safety, and security control systems for three legislative office buildings. Using knowledge of building operations and system controls, employee monitors graphic displays that control heating, air conditioning, ventilation, lighting, boilers, pumps, alarms, and other building control equipment. Maintains a variety of records and logs documenting system operations, building conditions, and takes corrective actions or initiates appropriate emergency procedures as needed. Employee serves as primary phone contact for the Capitol Facilities Office to answer questions and route calls to staff. May assist building trades and other Capitol Facilities staff as needed.

MINIMUM QUALIFICATIONS

- High school graduate or possession of a GED Certificate required.
- Experience with building facility operations desired, including automated heating and air conditioning systems, ventilation, security, life safety, and computer monitoring systems.
- Experience operating a PC computer and capability to learn new systems required.
- English language skills sufficient for clear communication required.
- Basic mathematical skills, good writing skills, and mechanical aptitude required.
- Basic office and clerical skills desired.
- Must be willing and able to work overtime and irregular hours as required, including weekends, evenings, and holidays.
- Excellent work attendance and punctuality required.
- Ability to work independently and accept a high degree of responsibility required.

NECESSARY SPECIAL REQUIREMENTS

- Must be willing and able to work overtime and irregular hours as needed.
- Must be willing and able to work additional weekday shifts on a regular basis to fill in for other staff absences, including short-notice and planned absences, and some holidays.
- Must be willing to be certified in first aid and CPR.
- Must pass criminal history background check.
- All employees must be non-partisan and maintain workplace confidentiality.

HOW TO APPLY

Online applications only are being accepted through the State of Michigan's job posting website at <https://www.governmentjobs.com/careers/michigan>. Applicants must include a resume and cover letter as separate attachments in the online application. **The position will be posted until filled.**

The Michigan State Capitol Commission accept resumes and applications for employment only for current position vacancies. The MSCC is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, gender identity or expression, sexual orientation, height, weight, arrest record, or handicap. If an accommodation is needed during the application process, call the LSB Human Resources Office.

For questions, call the Legislative Service Bureau Human Resources Office at 517-373-9643.