



Job Description

Job Title: General Maintenance		
Division/Department: Facilities		Position Number #151
Reports to: Director of Facilities		
Position Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Hours worked Per Week: 40

POSITION SUMMARY:
Maintains grounds, buildings and vehicles of the University performing the following duties.

- ESSENTIAL DUTIES AND RESPONSIBILITIES:**
- Maintains lawns and helps with all of the inside and outside appearance of campus
 - Basic knowledge of small equipment repair and some automotive repair.
 - Able to tolerate outside temperatures year round.
 - Must be able to work alone or with a team.
 - Basic knowledge of minor plumbing, irrigation, heat and air, landscaping is a plus.
 - Other duties may be assigned.

KNOWLEDGE, SKILLS AND ABILITIES:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Individual needs to be organized and have the ability to work as a team member. Must be able to assist with basic tasks associated with all aspects of facilities maintenance. Must have a positive attitude and be able to work independently as well as part of a group. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have a willingness to learn.

EDUCATION and/or EXPERIENCE:
High school diploma or general education degree (GED); Related experience and/or training; or equivalent combination of education and experience.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 100 pounds.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually very loud.

Prepared By: Prepared Date:	Approved By: Connie Gall Approved Date: July 31, 2018
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