



Position: Maintenance Worker

Position Number:

	FLSA: Non-Exempt – (Classified L-39)
Reports to: Director of Maintenance and Operations	Salary Range: 23

BASIC FUNCTION:

Under the direction of the Director of Maintenance and Operations, perform minor maintenance, repair and construction duties to campus buildings and equipment; assist skilled trades workers in completion of projects as assigned.

REPRESENTATIVE DUTIES:

Perform minor repair and construction work to campus buildings and equipment; assist in the basic trades, including carpentry, electrical, plumbing, locksmithing, heating and cooling. E

Perform minor carpentry work, such as installation of pencil sharpeners, tack boards, chalk boards and towel dispensers; maintain, repair and assemble furniture, shelving, cabinets and other articles made of wood; assist in large remodel projects. E

Clean, adjust and assist in the installation, repair and maintenance of door locks and closures. E

Repair and replace broken glass, such as small window panes, fire extinguisher cabinets and related articles made of glass. E

Assist in the repair and maintenance of heating and cooling equipment; conduct compressor blow-downs; test nitrate levels and maintain related records; assure proper operation of heating and cooling systems. E

Repair minor roof leaks; clean downspouts and rain gutters; assist other maintenance staff with major roofing repairs. E

Perform minor plumbing repairs; replace faucets and washers and flush valve adjustments; unclog sewers and repair minor pipe leaks. E

Perform minor electrical repair; replace damaged cords and plugs; replace clocks and broken lenses. E

Assist skilled maintenance personnel in completion of projects as assigned. E

Operate and maintain a variety of power and hand tools and equipment, including jack hammers, saws, tractor, forklift, jointers, drills and other equipment; drive a vehicle to conduct work. E

Perform a variety of duties to assist College Administrators and staff; move furniture and filing cabinets; clean spills; unplug and repair toilets and sinks; escort visitors and vendors to campus locations.

PHYSICAL DEMANDS:

Heavy physical labor.

Standing and walking for extended periods of time.

Climbing ladders and working at heights.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Lifting, carrying, pushing or pulling heavy objects.

Dexterity of hands and fingers to operate power tools and equipment.

HAZARDS:

Working on ladders or scaffolding.

Working in a cramped or restrictive work chamber.

Working around and with machinery having moving parts including power saws.