



POSITION: GENERAL MAINTENANCE TECHNICIAN

DEPARTMENT: CAMPUS ENHANCEMENT SERVICES

POSITION SUMMARY

The General Maintenance Tech is versatile in several areas and executes many tasks in a day under the supervision of the Director of Transportation and Special Events including, but not limited to, power washing, garbage pickup, assisting with the setup of special events, parking vehicles and moving them from place to place.

RESPONSIBILITIES

- Prioritize work orders, handle urgent requests, and complete any and all reactive maintenance work and procedures
- Collect and gather garbage and recycling from buildings and other facilities and ensure it is removed, transported, and disposed of properly
- Obtain and maintain proper scheduling of garbage and recycling collection
- Power washing and cleaning of buildings and facilities
- Carry out seasonal work by removing snow and ice on sidewalks to ensure a clean, safe, and healthy environment
- Move furniture to/from classrooms or offices
- Assist with the preparation, setup, and cleanup of Special Events on Campus
- Washing and cleaning interior and exterior of vehicles
- Parking and moving campus vehicles

QUALIFICATIONS

- Employee must support the University's mission statement and core values, which includes having a firm commitment to living a Christian lifestyle in keeping with biblical models.
- Have a High School Diploma or its equivalent



- Clean driving record and exceptional driving and maneuvering skills
- Ability to organize, prioritize and problem solve with frequent interruptions
- Exhibit good mechanical skills to handle equipment to avoid causing injuries to self and/or others
- Have the ability to evaluate computer-related work orders and complete them timely and accurately

PHYSICAL REQUIREMENTS

- Frequent lifting, carrying, pushing, and/or pulling up to 50 pounds
- Frequent and long periods of standing, bending, stooping, kneeling, and reaching
- Works inside and outside in varying weather conditions, including exposure to extreme temperatures

WORKING RELATIONSHIPS

This position is a full-time position in Campus Enhancement Services. The General Maintenance Tech reports to the Director of Transportation and Special Events.

WORK SCHEDULE

8:00 am - 4:30 pm Monday - Friday. Hours of work and task assignments may vary dependent upon situational factors, crisis management, and/or weather-related factors, and may require night(s), weekend(s) and holiday(s) response.