

**WARTBURG COLLEGE**  
**POSITION DESCRIPTION**  
**OTHER PROPERTY MAINTENANCE AND LOCKSMITH**  
**Preparation Date: July, 2014**

Function of Position:

Responsible to the Director-Physical Plant for repair and replacement of locksets and maintaining the key inventory for campus buildings. Responsible for performing general maintenance work on rental/other college properties to include carpentry, electrical, plumbing, snow removal and other cleaning/repairs. Incumbent may work with students, team members, college employees, guests of the college or vendors, treating all with respect.

Principal Duties and Responsibilities :

- 1) Repair and replace locksets, exit devices, and door closures; repair and change locksets when keys are lost; repair mailbox doors.
- 2) Cut keys for residence halls, academic buildings, filing cabinets, and desks.
- 3) Order and maintain parts for door hardware; maintain key inventory.
- 4) Change combinations on residence hall doors, as needed.
- 5) Perform basic plumbing work. Although not inclusive, this includes repair of flush valves, traps, faucets, etc.
- 6) Perform basic electrical work. Although not inclusive, this includes changing outlets, switches, lights, ballasts, etc.
- 7) Perform basic carpentry work. Although not inclusive, this includes repair of furniture, replacing floor tiles, minor wall repair, etc.
- 8) Monitor and perform basic repairs of building climate controls for boilers, fan coils, HVAC units, hot water heaters, chillers, pumps, air compressors, etc.
- 9) If applicable, operate, repair and maintain building specific equipment (e.g. variable voltage power units, gas valves, lab top benches, ice machines, etc)
- 10) Repair washers, dryers, screens, blinds, vacuum cleaners and windows.
- 11) Check fire alarm, emergency lights and fire panels. Investigate and report roof leaks.
- 12) Clean outside areas directly around buildings and remove snow and ice.
- 13) Remove trash and recycling from designated receptacles.
- 14) Work collaboratively with general maintenance staff and trades staff in completion of work orders and other tasks.
- 15) Effectively utilize the work order system and respond to assigned tasks in a timely manner.
- 16) Assist with moves and setups.
- 17) Assist with snow removal.
- 18) Perform other related duties as assigned.

Supervision:

Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of standard procedures. Work schedules and priorities are planned with input from the supervisor.

Minimum Qualifications

Basic oral, written and math skills

Ability to read diagrams, gauges, other basic instruments, and schematics

One year or more prior related experience in general maintenance

Knowledge equivalent to 1-3 years applied trades training or willing to complete a locksmith course (see separate agreement)

Physical Abilities Requirement (included, but not limited to)

Ability to lift up to 50 pounds

Ability to work with arms above shoulder height

Application Procedure:

Send a letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, resume, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.