

## **WARTBURG COLLEGE POSITION DESCRIPTION**

**March, 2016**

### **CARPENTER AND MAINTENANCE**

#### **Function of Position:**

Responsible to the Director-Plant Operations for performing carpentry, plastering, and general repair work to campus buildings, furniture and equipment as well as general maintenance work that includes electrical, plumbing, snow removal and other repairs. Incumbents may work with students, team members, college employees, guests of the college and vendors, treating all with respect.

#### **Principal Duties and Responsibilities:**

- 1) Adjust and repair doors, windows and toilet/shower partitions. Perform related trim and finish carpentry work.
- 2) Perform plaster and sheetrock repairs.
- 3) Install and maintain panic devices and automatic door opener systems.
- 4) Repair and replace locksets, exit devices, and door closures; repair and change locksets when keys are lost; repair mailbox doors.
- 5) Cut keys for residence halls, academic buildings, filing cabinets, and desks.
- 6) Order and maintain parts for door hardware; maintain key inventory.
- 7) Install lock and lock reinforcements kits
- 8) Perform repairs on and install ceiling tile, floor tile, ceramic tile, etc. Re-grout tile. Perform concrete repairs.
- 9) Repair plaques and monuments.
- 10) Repair and replace laminate surfaces.
- 11) Evaluate repairs needed for campus buildings.
- 12) Maintain inventory of fasteners and repair parts to be used campus wide.
- 13) Perform basic plumbing work. Although not inclusive, this includes repair of flush valves, traps, faucets, etc.
- 14) Perform basic electrical work. Although not inclusive, this includes changing outlets, switches, lights, ballasts, etc.
- 15) Monitor and perform basic repairs of building climate controls for boilers, fan coils, HVAC units, hot water heaters, chillers, pumps, air compressors, etc.
- 16) If applicable, operate, repair and maintain building specific equipment (e.g. variable voltage power units, gas valves, lab top benches, ice machines, etc.)
- 17) Repair washers, dryers, screens, blinds, vacuum cleaners and windows.
- 18) Check fire alarm, emergency lights and fire panels.
- 19) Investigate and report roof leaks.
- 20) Clean outside areas directly around buildings and remove snow and ice. Assist with campus snow removal.
- 21) Install/replace wire glass in doors.
- 22) Repair furniture such as desks, chairs, dresser drawers, other items in student rooms, etc.
- 23) Install shelves, cabinets, wall hangings, display and chalkboards, bulletin boards, flag holders, etc.
- 24) Repair suspended ceilings.
- 25) Remove trash and recycling from designated receptacles.
- 26) Perform floor restoration duties as scheduled.
- 27) Perform duties related to event setups and tear-downs as needed, which includes moving furniture.
- 28) Assist with moves and setups.
- 29) Seal pipes and duct work according to fire regulations.
- 30) Effectively utilize the work order system and respond to assigned tasks in a timely manner.
- 31) Work collaboratively with general maintenance staff and trades staff in completion of work orders and other tasks. Assist in coordination of projects and repairs.
- 32) 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 procedures. With input from the supervisor, the employee plans and arranges his/her own work and refers only unusual cases to the supervisor.

#### **Minimum Qualifications:**

Requires high school education. Knowledge equivalent to a complete, accredited apprenticeship. Two years of relevant experience. Valid driver's license required. Ability to lift over 50 pounds. Ability to work with arms above shoulder height.

#### **Application Procedure:**

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, 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.