

WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position – Part-Time Maintenance Staff

Preparation Date: 07/2017

Function of Position:

Responsible to the Director of Physical Plant for performing general maintenance work to include carpentry, electrical, plumbing, snow removal and other cleaning/repairs. This is a part-time position and work will be scheduled on an as-needed basis. Incumbents may work with students, team members, college employees, renters, and guests of the college, treating all with respect. Work will be performed in multiple areas on and off campus.

Principal Duties and Responsibilities:

- 1) Perform basic plumbing work. Although not inclusive, this includes repair of flush valves, traps, faucets, etc.
- 2) Perform basic electrical work. Although not inclusive, this includes changing outlets, switches, lights, ballasts, etc.
- 3) Perform basic carpentry work. Although not inclusive, this includes repair of furniture, replacing floor tiles, minor wall repair, etc.
- 4) Repair washers, dryers, screens, blinds, vacuum cleaners and windows.
- 5) Check smoke detectors and replace batteries.
- 6) Check and replace furnace filters.
- 7) Clean outside areas directly around buildings and remove snow and ice.
- 8) Clean gutters on rental properties.
- 9) Power wash areas as directed.
- 10) Remove trash and recycling from designated receptacles.
- 11) Perform duties related to event setups and tear-downs, as needed, which includes moving furniture.
- 12) Effectively utilize the work order system and respond to assigned tasks in a timely manner.
- 13) Perform other duties as assigned. Work collaboratively when requested to respond to needs on campus.

Supervision

Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of standard procedures. Both O&M Directors will plan work schedules and priorities.

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

Knowledge equivalent to 1-3 years applied trades training

Ability to lift up to 50 pounds

Ability to climb and work on ladders

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. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.