

WARTBURG COLLEGE

POSITION DESCRIPTION

Position Title: MAINTENANCE STAFF COORDINATOR

Preparation Date: November 9, 2018

Function of Position:

Responsible to the Director-General Maintenance and Cleaning for performing general maintenance work to include carpentry, electrical, plumbing, snow removal and other cleaning/repairs. Incumbents may work with students, team members, college employees and guests of the college, treating all with respect. Work may be performed in multiple assigned buildings.

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) Monitor and perform basic repairs of building climate controls for boilers, fan coils, HVAC units, hot water heaters, chillers, pumps, air compressors, etc.
- 5) If applicable, operate, repair and maintain building specific equipment (e.g. variable voltage power units, gas valves, lab top benches, ice machines, etc.)
- 6) Repair washers, dryers, screens, blinds, vacuum cleaners and windows.
- 7) Check fire alarm, emergency lights and fire panels. Investigate and report roof leaks.
- 8) Clean outside areas directly around buildings and remove snow and ice.
- 9) Remove trash and recycling from designated receptacles.
- 10) Perform floor restoration duties as scheduled.
- 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) Work collaboratively with trades staff on assigned tasks.
- 14) Work collaboratively with general maintenance staff as well as cleaning staff on assigned tasks.
- 15) Coordinate maintenance staff to facilitate the completion of daily work assignments in the absence of routine maintenance staff.
- 16) Coordinate installation of furniture, moving of piano's etc.
- 17) Coordinate the completion of tasks that take more than one person to complete.
- 18) Assist/Perform orientation as well as on-going training of new and existing maintenance staff
- 19) In collaboration with the Director, provide training and supervision to assigned students. Utilizing the procedures outlined for student employees, assist in creating a positive work experience for student employees.
- 20) Fill in for cleaning staff as needed.
- 21) 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. Work schedules and priorities are planned with input from the supervisor.

Minimum Qualifications:

Intermediate oral, written and math skills

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

Two year degree with 1-3 years applied trades training or a minimum of 6 years relatable experience

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