

MARANATHA BAPTIST UNIVERSITY
Job Description

JOB TITLE: MAINTENANCE – UTILITY WORKER

DEPARTMENT:	Facilities Management	SUPERVISOR:	Facilities Coordinator
EMPLOYEE NAME:		EMPL CLASS:	Student
PREPARED BY:	Anthony Fell	DATE:	1/2/2017

Summary:

Provides maintenance and custodial services for the Facilities Management shop and storage areas.

Essential Duties and Responsibilities:

- Refill hand soap, paper towel and toilet paper dispensers daily.
- Empty all shop and restroom trash containers daily.
- Put recycling in proper containers at entryway for custodial to pick up.
- Sweep, dust, vacuum, or wet mop floors as needed. Sweeping may suffice at times, but during sloppy weather or dirty shop work, mopping will be required.
- Clean and vacuum entryway mats regularly.
- Clean and dust windows, walls, counters, ledges, work benches, shop tools, equipment, fixtures, storage areas and other places as needed.
- Wash shop trash containers as needed.
- Deep clean and thoroughly sanitize rest room and fixtures Friday and additionally if needed.
- Straighten up all areas of shop, bathroom, supply shelves tool crib, and storage areas.
- Re-stock perpetual inventory items.
- Clean exterior and interior entryways of dirt, debris, snow and ice including the service door and the overhead door.

Other Duties & Responsibilities:

Other duties may be assigned.

Supervisory Responsibilities:

This position does not have supervisory responsibilities.

Qualification Requirements:

- Education:
 - High School graduate.
- Language Skills:
 - Ability to read and comprehend simple instructions.
 - Ability to write simple correspondence. Ability to effectively present information in a one-on-one and small group situation to supervisor or other employees.
- Mathematical Skills:
 - Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
 - Ability to perform these operations using units of American weight measurement, volume and distance.

- Reasoning Ability:
 - Ability to apply common sense understanding to carry out simple one or two-step instructions.
 - Ability to deal with standardized situations with only occasional or no variables.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job:
 - The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
 - The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 70 pounds.
- Specific vision abilities required by this job include:
 - Close vision
 - Color vision
 - Peripheral vision
 - Ability to adjust focus

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job:

- The employee is occasionally exposed to moving mechanical parts.
- The noise level in the work environment is occasionally moderate to loud.

Evaluation

Performance of this position will be evaluated by the Facilities Coordinator under the provisions of this description and policies of the Maranatha Baptist University Supervisors of Student Employees Handbook.