

**MARANATHA BAPTIST UNIVERSITY**  
**Job Description**

**JOB TITLE: PREVENTATIVE MAINTENANCE WORKER**

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DEPARTMENT:	Facilities Management	SUPERVISOR:	Facilities Coordinator
EMPLOYEE NAME:		EMPL CLASS:	Student
PREPARED BY:	Anthony Fell	DATE:	1/11/2016

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**Summary:**

Maintaining buildings and equipment in a preventive role, in order to extend the life of equipment.

**Essential Duties and Responsibilities:**

Essential duties include but are not limited to:

- Changes light bulbs, lenses, batteries and mini-blinds. Cleaning and testing of fixtures.
- General assistance with Preventive & Light Maintenance work
- Painting, cleaning & moving items.
- Assist other maintenance personnel.

This is a 10-15 hour per week position.

**Other Duties & Responsibilities:**

Other duties may be assigned.

**Supervisory Responsibilities:**

This position does not have supervisory responsibilities.

**Qualification Requirements:**

- Carpentry and mechanical skills a must
- Experienced in the use of hand and power tools
- Ability to work off ladders and scaffolding

**Physical Demands:**

Individual drivers must be at least 21 years old, and have a valid driver's license, an acceptable driving record, and demonstrate the mature handling of equipment. Trash collection helpers have no age limitations.

- 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 employee.
- 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.

### **Evaluation**

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