

MARANATHA BAPTIST UNIVERSITY
Job Description

JOB TITLE: SEASONAL MAINTENANCE WORKER

DEPARTMENT:	Facilities Management	SUPERVISOR:	Facilities Coordinator
EMPLOYEE NAME:		EMPL CLASS:	Seasonal
PREPARED BY:	Anthony Fell	DATE:	04/11/2017

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:
 - General assistance with Preventive & Light Maintenance work
 - Painting, cleaning & moving items.
 - Changes air filters, light lenses, batteries and mini-blinds.
 - Assist other maintenance workers
- 40 hours per week

Other Duties & Responsibilities:

Other duties may be assigned.

Supervisory Responsibilities:

This position does not have supervisory responsibilities.

Qualification Requirements:

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 Junior
- 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.
- Mechanical and/or Carpentry skills a must
- Experienced in the use of hand and power tools.
- Ability to work off ladders and scaffolding.

Physical Requirements

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 junior
- 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.

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 Staff Handbook.