

Employment Type: Full Time (40 hrs/wk) or Part Time (20/hrs/wk)

Months Worked Per School Year: 12

Start Date: ASAP

Job Summary:

Perform a variety of preventative, corrective and emergency maintenance on building components, and building systems including plumbing and electrical. Responsibilities include a variety of tasks required to provide students, faculty and staff with safe, attractive, clean and efficient facilities.

Essential Job Duties and Responsibilities:

- Perform miscellaneous building maintenance such as repairing, maintaining and/or replacing doors, door hardware, window coverings, floor tile, ceiling tile, teaching boards, furniture, light fixtures and emergency lights/ bulbs/ballasts, switches, outlets, lavatories, toilets, urinals, water fountains, soap & towel dispensers, etc.
- Assemble various equipment to include shelving units, furniture, etc.
- Assist with setups, breakdowns and cleanup for meetings and special events
- Receive and distribute freight deliveries, move furniture and equipment
- Assist with sheetrock, painting and light carpentry projects
- Provide prompt and positive response to maintenance requests from school faculty, staff, and administration
- Compliance with department processes and work order systems
- Other duties as assigned

Occasional/As Needed Duties:

- Open and close campus buildings
- Purchase and pick up building supplies from local building supply distributor and purchase and pick up gas for campus vehicles
- Provide backup for other maintenance staff members in their absence

Required Skills and Abilities:

- Possess a working knowledge of the accepted practices, processes, materials and tools of the maintenance trades.
- Experience in basic electrical, plumbing, carpentry and paint trades (hvac experience preferred but not required)
- Ability to safely operate small power equipment (tools, vacuum cleaners, floor machines, lawn mowers, leaf blowers, power washers, weed whackers)
- Ability to explain problems simply and clearly
- Ability to problem solve
- Willingness to take direction and follow through as directed
- Self-motivated and willing to step in and help wherever necessary

Minimum Qualifications:

- High School diploma or equivalent
- Valid Georgia drivers license
- 3+ years of general building maintenance experience

Working Conditions:

- Work is expected to be done indoors and outdoors
- Occasional overtime associated with evening and weekend event support

Physical Requirements:

Moderate physical effort may be required when performing some maintenance tasks.

Strength

- Ability to frequently lift and/or move up to 25 pounds and occasionally lift and/or move 50+ pounds
- Ability to climb ladders, balance and stoop, kneel, crouch or crawl
- Ability to walk campus multiple times per week, occasionally in inclement weather
- Ability to operate small power equipment (tools, vacuum, outdoor equipment, etc.)