

Job Title: Maintenance and Repair Worker
Reports To: Facilities Manager
Position Type: **Full-Time, 12-Month**
FLSA Status: **Hourly, Non-Exempt**
Remote Work: **Unavailable**

OVERVIEW: Under general supervision, the Maintenance and Repair Worker is responsible for following established procedures and schedules. The employee performs general maintenance and repair to help keep Webber International University's buildings, grounds, systems, and equipment in safe, functional, and attractive condition. Depending on qualifications and experience, this position may be filled as an entry-level employee receiving on-the-job training or as an experienced Maintenance Technician. The individual is expected to have skills in two or more maintenance or craft occupations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform routine maintenance and repair of University buildings, equipment, and campus infrastructure.
- Assist with or independently perform repairs involving HVAC, plumbing, electrical, carpentry, painting, drywall, masonry, locks, vehicles, small engine equipment, and other building systems based on experience and training.
- Perform preventative maintenance on facilities, equipment, and mechanical systems.
- Inspect buildings and equipment for safety, maintenance, and operational concerns.
- Diagnose maintenance issues and determine appropriate repair methods using experience, technical manuals, blueprints, manufacturer instructions, and other resources.
- Dismantle equipment or machinery to access defective components and repair or replace parts as needed.
- Operate heavy equipment based on experience and/or training.
- Maintain tools, equipment, vehicles, and work areas in a clean, organized, and safe condition.
- Respond to maintenance requests in a timely, professional, and customer-focused manner.
- Follow all University safety policies and applicable workplace safety procedures.
- Assist with other Facilities Management duties and special projects as assigned.
- This position may require occasional overtime, call-ins or scheduled weekends.
- Other duties as assigned or as become evident.

COMPETENCIES:

- Ability to read, analyze and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals.
- Ability to write reports and correspondence.
- Ability to speak effectively before groups of customers or employees of the organization.
- Ability to maintain repair records.
- Ability to add and subtract two (2) digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurements, volume, and distance.
- Ability to understand and out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving a few real variables in identical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to use facility management software.
- Ability to develop and maintain effective internal and external working relationships during the course of

the work.

PHYSICAL DEMANDS:

- The employee must be able to frequently lift and/or move up to 50 pounds.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time bending or twisting the body.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time climbing ladders, scaffolds, or poles.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time keeping or regaining balance.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time kneeling, crouching, stooping, crawling, standing, walking and/or running.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time making repetitive motions.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time using their hands to handle, control, or feel objects, tools, or controls.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time using drain or pipe cleaning equipment.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time using pipe or tube cutters.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time using power drills.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time using power saws.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time using pullers.

VISION REQUIREMENTS:

- Ability to see within normal parameters.
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

WORK ENVIRONMENT:

- This position works in an environment with moderate noise level.
- While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts.
- While performing the duties of this job, the employee occasionally works in high hazardous places.
- While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles.
- While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions.
- While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

EDUCATION, EXPERIENCE, and TRAINING:

- High School Diploma or General Education Degree (GED); and/or 5 years of related experience or training; or equivalent combination of education and experience. **OR**
- Professional license, certification, certificate of completion, transcript or military documentation showing

proficiency in a professional or technical trade appropriate for the job and/or 3 years of related experience or training; or equivalent combination of education and experience.

Note: Nothing in this job specification restricts management's right to assign or reassign duties and responsibilities to this job at any time. Critical features of this job are described under various headings above. They may be subject to change at any time due to reasonable accommodation or other reasons, with or without notice. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of employees in this position.

I have read and understand the duties of my position, and have reviewed the above Job Description with my Manager:

Employee Name: _____ Date: _____

Employee Signature: _____

Manager Name: _____ Date: _____

Manager Signature: _____