ANNOUNCES AN OPENING IN ADMINISTRATIVE SERVICES
PHYSICAL PLANT

POSITION: MAINTENANCE WORKER I

DESCRIPTION OF DUTIES:
Perform general maintenance, repairs and modifications to Campus buildings and grounds. Perform a variety of repairs to include, but not limited to: minor electrical, plumbing, carpentry, painting and mechanical work. Change ballasts and bulbs. Plant, cultivate, water, weed and prune Campus grounds, trees, flowers and shrubbery. Operate general landscaping equipment such as tractors, lawn mowers and edgers. Perform maintenance and upkeep of tools and equipment utilized to perform duties. Assist with remodeling of offices and buildings located on Campus. Perform minor repairs and preventative maintenance to interior and exterior of Campus buildings. Adjust, replace or change doors to include, but not limited to: door hinges, handles, bars, locks and closers. Repair, adjust or replace faucets, showers, commodes, urinals and flushing mechanisms. Verify operation and functionality of all Campus lighting. Remove trash and debris from grounds, sidewalks, driveways and parking areas. Ensure appearance and safety of all Campus areas. Fill out daily work log. Perform other duties as assigned by designated supervisor(s). Regular attendance is an essential function of this position. The hours are from 7:00 a.m. to 4:00 p.m., Monday through Friday. May require some evenings and weekends. This position is subject to random drug testing as set forth in the College’s Policies and Procedures Manual.

MINIMUM QUALIFICATIONS:
Ability to effectively interpret written and verbal instructions. One (1) year building maintenance experience. Basic communication and interpersonal skills required. Basic practical knowledge of several maintenance trades with special emphasis on building maintenance. Heavy lifting up to 50 lbs and heavy carrying up to 50 lbs. Long periods of time spent standing, walking, bending, kneeling and stooping. Ability to reach above head. Ability to climb ladders. Manual dexterity sufficient to operate a variety of tools.

DESIRED QUALIFICATIONS:
High School Diploma or equivalent. Two (2) years maintenance experience in HVAC, electrical, plumbing, carpentry and general repairs. Proficiency with reading blueprints for various projects.

SALARY: $20,975 - $22,575

APPLICATION DEADLINE: UNTIL FILLED

Please submit application materials by the announced deadline. The original signed Rose State College application form and unofficial degree conferring transcripts must be received by this office for formal consideration; however, should an offer of employment be extended, official transcripts are required.

Candidate selected will serve a probationary period. All finalists may be subject to a background check and/or drug test.

(POSTED ON JULY 28, 2015)
Must be eligible to work in the United States
An Equal Opportunity Employer
In accordance with the Americans with Disabilities Act, reasonable accommodations in the application process will be provided upon written request.

https://www.rose.edu/content/about-us/our-college/human-resources/job-listings/

HUMAN RESOURCES/AAO (405) 733-7979
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