ANNOUNCES AN OPENING IN ADMINISTRATIVE SERVICES

PHYSICAL PLANT

POSITION: MAINTENANCE WORKER I (HVAC)

DESCRIPTION OF DUTIES:
Perform various repairs involving HVAC equipment and preventive maintenance to same equipment. Knowledge of electrical needs and repairs as needed in general maintenance and repair to campus buildings. Will check HVAC equipment and buildings daily general maintenance as well as repair in the plumbing, carpentry and general mechanical work. Assist other crews as needed. 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. 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. 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:
One year experience in HVAC, electrical or related experience. Ability to effectively interpret written and verbal instructions. Good written and verbal communication skills as well as 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 or related work experience. 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 May 5, 2016)
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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