

MAINTENANCE WORKER, PALESTINE CAMPUS

GENERAL STATEMENT:

Assist with maintenance of grounds and all buildings.

REPORTS TO:

Maintenance Supervisor, Palestine Campus

OCCUPATIONAL GROUP:

Service and Maintenance

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED preferred.

LICENSE OR

CERTIFICATION:

None

EXPERIENCE:

One (1) year maintenance and/or custodial experience.

OTHER:

Able to lift 50 pounds and carry for a distance of 25 feet.

DUTIES AND RESPONSIBILITIES:

- Maintain all grounds equipment. Mow, edge, and pick up trash outside and in the parking lot. Empty outside trash receptacles.
- Clean restrooms daily.
- Perform minor repairs (electrical, plumbing, HVAC, furniture, etc.).
- Replace fluorescent light tubes as well as maintain all exterior lights.
- Assist in handling all types of furniture and equipment necessary in setup/cleaning/rearranging of facilities for civic and student functions as required.
- Keep flower beds planted, fertilized, and cultivated.
- Assist in the removal and installation of ceiling tiles as needed.
- Replace air conditioner filters on a regular basis.
- Sweep and mop all non-carpeted areas weekly and vacuum carpet daily.
- Strip/wax/buff on terrazzo floors/tile as needed and shampoo carpet as needed.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Able to lift 50 pounds and carry for a distance of 25 feet.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 8/23/05

JD214