

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status. PT, 12 months (20 hrs/week)	Title	MAINTENANCE – Webb City Instructional Site
Revised: 10/25/2017	Department	PHYSICAL PLANT
Level: Staff, Range 6	IPEDS	MAINTENANCE/SERVICE
FLSA: Nonexempt	Reports to	DIRECTOR-WEBB CITY/DIRECTOR-PHYSICAL PLANT

POSITION SUMMARY

Provide maintenance and repair services to college facilities and equipment, including but not limited to the “Major Functions” listed below. Half-time position for 20 hours a week.

MAJOR FUNCTIONS

1. Perform general maintenance and upkeep on all college facilities/equipment, particularly at the Webb City Instructional Site.
2. Repair and perform preventive maintenance services and general repair/remodeling tasks, as directed and needed.
3. Maintain courteous and cooperative relations with all other units and personnel of the college in assigned maintenance tasks.
4. Perform other related duties as may be assigned by the supervisor.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. High School Graduate/GED
2. Three years of related work experience.
2. Ability to perform routine plumbing, electrical and mechanical work.
3. Electrical certification preferred.
4. Physically able to run appropriate equipment, climb ladders, and lift a minimum of 50 pounds.
5. Ability to interpret mechanical, electrical, and structural drawings.
6. Ability to perform preventive and breakdown maintenance on building electrical and mechanical systems.
7. Knowledge of commercial building remodeling.
8. Knowledge of personnel and equipment safety procedures.
9. Ability to organize work projects and supervise others if needed.
10. Must possess valid driver’s license and driving record must not adversely affect college insurance.
11. Ability to work cooperatively and communicate with college employees and the general public.
12. Ability to work any shift and respond to emergency calls as needed.

EQUIPMENT/SOFTWARE

1. Operate equipment needed for assigned tasks.
2. Access information via Crowder Computer Network.

POSITIONS SUPERVISED

Work-Study students if needed

WORKING CONDITIONS

1. Both indoor and outdoor activity, with some exposure to noise, dust and chemicals.
2. Normal college work hours, but adjustment of hours will be required from time to time.
3. A neat appearance is required and appropriate apparel must be worn.

PHYSICAL DEMANDS

1. Physical work required to accomplish maintenance functions, such as operating saws, climbing ladders, and lifting up to 50 pounds.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to read and understand the English language.
2. Ability to communicate effectively with a variety of people, including students and the general public.
3. Ability to understand oral or written instructions, and to ask appropriate questions for clarification.