Position Summary

Responsible for the day-to-day general maintenance and care for assigned buildings and grounds. Responds to work orders regarding minor plumbing, electrical, heating and cooling systems, general maintenance and repairs and general grounds keeping.

Essential/Primary Duties

– Performs minor repairs and painting of fixtures, rooms, buildings, signs and equipment. Patches, plasters and prepares surfaces for painting and may assist in masonry work.

– Performs maintenance, replacement, minor installation and repair of plumbing equipment, including traps, fittings, plumbing fixtures, valves, faucets, toilets, sinks and bathtubs.

– Performs maintenance, replacement, minor installation and repair of heating and cooling systems and equipment, including installation of window air conditioning units.

– Performs maintenance, replacement, minor installation and repair of electrical equipment, including light fixtures, electrical outlets, switches, motors, appliances, electrical circuits, fans and televisions.

– Performs carpentry work involving maintenance, alteration and repair to buildings, equipment and wood structures, including doors, windows, walls, woodwork, floors, furniture and door closers. Performs spot roof inspections and cleanings.

– Conducts building tours and minor preventative maintenance work.

– May operate machines, tools, snow removal equipment, buffers, strippers and other floor maintenance equipment.

– May repair tools and equipment.

Experience and Education

Experience

– One year related experience required

Education

– High school diploma or GED required
– Must have and maintain a valid driver’s license and be insurable under the University’s insurance

Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.
Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.

Essential Competencies

— Knowledge of basic mathematical skills
— Knowledge of basic reading skills
— Ability to carry out verbal and/or written instructions
— Ability to communicate clearly verbally and written
— Detailed-oriented and highly accurate
— Ability to work in changing environment
— Ability to work effectively in a team environment
— Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
— Knowledge of basic computer skills
— Ability to operate hand and/or power tools appropriate to the trade

Supervisory Responsibility

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<tr>
<th>Full-Time</th>
<th>Part-Time</th>
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<td>None</td>
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Providing Direction

<table>
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<th>Full-Time</th>
<th>Part-Time</th>
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<tr>
<td>Maintenance Repair Worker 1 and other staff</td>
<td>None</td>
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Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.