

HILBERT COLLEGE

OPEN POSITION ANNOUNCEMENT

October 12, 2021

JOB TITLE: Maintenance Staff

REPORTS TO: Director of Facilities Services

DEPARTMENT: Facilities Services

Job Summary: The Maintenance staff position ensures the safety and comfort of employees, visitors and students throughout campus. It is the responsibility of this position to ensure the physical plant is clean and in proper working condition. This position assists and works with other departments in related activities before, during and after various special events. Accomplishes all related tasks following standards as set forth by Hilbert College, local, state, and federal regulatory agencies. Performs daily, weekly, and monthly maintenance checks of the buildings, grounds and facilities. Performs routine maintenance and repair work to include but not limited to plastering and painting. Performs repairs and new installation of electrical distribution system, maintenance of college owned equipment, and new plumbing requirements. Performs restorative and new carpentry requirements. Maintains the heating, ventilation, and air conditioning systems throughout campus. Responds to requests for emergency repair or hazard remediation. Coordinates work with the needs of other departments. Maintains the exterior grounds. Assumes the duties of custodial staff when needed. Utilizes Personal Protective Equipment as appropriate. Other related duties as assigned.

Requirements/Qualifications: Must be able to follow oral and written instructions. Able and willing to perform duties throughout campus. Must be able to meet the physical demands of the job including: moving objects, working in cramped quarters, standing, walking, stooping, kneeling, bending, climbing inside and outside of building and working in both hot and cold environments to accomplish related tasks. Must have the fundamental knowledge of power tools. Able to work independently without constant supervision. High school diploma or equivalent. Valid driver's license.

Interested candidates should submit a cover letter, resume and contact information for three professional references to:

Gary Dillsworth
Director of Facilities Services
jobs@hilbert.edu

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