

Arizona Christian University

Position Description

Position Title:	Maintenance Worker II	Date Updated:	June 7, 2017
Reports to:	Director of Facilities	Department:	Facilities
Direct Reports (if any):	Work Study Students	FSLA Status:	Non-Exempt

Position Summary:

Under the direction of the Director of Facilities, the person will need to perform semi-skilled to skilled maintenance and repair work on campus buildings and equipment. The work will involve the full spectrum of building and construction trades, such as HVAC, electrical, carpentry, locksmith and plumbing skills. All work will be done in compliance with EPA, Hazmat, and OSHA safety rules and regulations.

Prerequisite Qualifications:

A EDUCATION/EXPERIENCE:

- High school diploma/GED required
- Any combination equivalent to: three years of increasingly responsible experience in maintenance trades with special emphasis in electrical, HVAC or plumbing.

B KNOWLEDGE OF:

- Operation and use of a wide variety of hand and power tools
- Requirements for maintaining buildings and facilities in good condition.
- Health and safety regulations and procedures.
- Proper storage methods of chemicals, equipment, materials, and supplies.
- Proper lifting techniques.

C ABILITY TO:

- Work both independently and as a member of a team.
- Meet schedules and deadlines
- Communicate using good verbal and written skills.
- Communicate effectively with others.
- Make basic arithmetic calculations and take accurate measurements related to maintenance work and projects.

Duties, Tasks, Responsibilities (List as many categories as necessary):

- A. Perform semi-skilled and skilled maintenance and repair work on campus buildings, facilities, and equipment involving HVAC, electrical, carpentry, locksmith or plumbing work.
- B. Basic understanding of heating and cooling equipment
- C. Basic understanding of woodworking.
- D. Troubleshoot electrical problems and make necessary repairs.
- E. Assist in the maintenance, diagnosis, repair or replacement of plumbing fixtures or equipment.
- F. Hang dry wall, tape and prepare surfaces for painting; insulate walls and ceilings as required.
- G. Good painting skills.
- H. Operate a wide variety of tools and equipment used in the construction trades.
- I. Identify and report any unsafe conditions and hazards.
- J. Valid driver's license.
- K. Perform related duties as assigned, such as landscaping and custodial work.

Working Conditions:

- A. Work is performed in both indoor and outdoor environments, subject to exposure to adverse weather conditions, working in confined spaces with exposure to dust or other airborne particles, will be exposed to vehicle and equipment noise.
- B. Must be able to walk, stand, stoop, kneel, push, pull, reach, grasp, and perform heavy manual labor for extended periods of time.
- C. Ability to regularly lift and carry objects weighing up to 50 pounds unassisted is required.
- D. Occasional over-time, weekends, and night shifts may be required.