



DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE:	GENERAL MAINTENANCE
PERSONNEL CLASSIFICATION:	TRADES - NONEXEMPT
DEPARTMENT:	MAINTENANCE - PHYSICAL PLANT
POSITION SUPERVISOR:	DIRECTOR OF FACILITIES MANAGEMENT
DEPARTMENT HEAD:	VICE PRESIDENT FOR FINANCE AND BUSINESS

PRIMARY DUTIES: May include, but are not necessarily limited to the following:

1.) GENERAL MAINTENANCE

- Repairs and maintains plumbing by replacing washers in leaky faucets, and opening clogged drains
- Assists in inspecting and replacing filters on the HVAC systems.
- Gathers tools and supplies to be used at work site, according to instructions
- Measures, cuts, and bends wire and conduit, using ruler and hand tools
- Drills holes for wiring, using power drill, and pulls or pushes wiring through opening
- Assists in lifting, positioning, and fastening objects, wiring, conduit, and motors
- Performs minor repairs, such as replacing fuses, light sockets, bulbs, and switches, using hand tools
- Maintains tools and equipment and keeps supplies and parts in order
- Maintains current lighting systems (exterior and interior)
- Installation and removal of window AC units
- Generates supply and equipment orders for approved projects
- Change filters as needed
- Grease bearings
- Assist trades as assigned

2.) INVENTORY MAINTENANCE

- Maintains minimum inventory of repair and replacement items including inventory of electrical related tools and equipment

3.) WORK AREA MAINTENANCE

- Maintains work areas, including primary work area at maintenance building, in orderly, clean, and safe condition

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4.) RECORD KEEPING

- Processes and maintains up-to-date written records associated with repairs and purchases (i.e. trouble call orders, work orders, purchase requisitions, invoices, packing slips, etc.)

5.) STUDENT WORKERS

- If assigned, oversee and direct student workers including assignment, training and review of work

GENERAL AND OCCASIONAL DUTIES: May include, but are not necessarily limited to the following:

1.) ASSIST OTHERS

- Assists others (i.e. plumbers, carpenters, etc.) as assigned with tasks unrelated to primary or regular duties

2.) OTHER

- Other duties as assigned

GENERAL EXPECTATIONS OF POSITION

- Maintain regular and timely work hours as assigned by immediate supervisor and approved by Personnel Office
- Conduct is expected to be professional and courteous
- Instructions and assignments are to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College

WORK RELATIONSHIPS:

- Reports to the Director of Facilities Management; works directly with other physical plant staff and may supervise student workers
- Must maintain positive contact with students, staff, faculty, and public

EDUCATION, EXPERIENCE, AND CERTIFICATION:

- High school diploma, valid driver's license and satisfactory driving record
- Experience with plumbing and electrical repairs/installations may be a plus.

PHYSICAL REQUIREMENTS: Work is normally performed both indoors and outdoors setting with travel via automobile to/from worksites required:

- Reaching by extending hand(s) or arm(s) in any direction.
- Dexterity sufficient to manipulate objects with fingers including tools to complete tasks.
- Communication skills using the spoken word, discerning and conveying (exchanging) information.
- Vision sufficient to see within normal parameters.

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- Hearing sufficient to hear within normal range.
- Mobility sufficient to complete responsibilities including ability to traverse campus and buildings within the campus.
- Occasionally required to move or transport (lift) items weighing up to 50 pounds.

All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

SKILLS, KNOWLEDGE, AND ABILITIES:

- Must be able to work independently and as a team member
- Must be able to operate motor vehicles and equipment efficiently and safely
- Excellent interpersonal skills.
- Proven ability to work courteously and effectively in a service-oriented department
- Related proficiencies or aptitude to fulfill responsibilities listed above

ADDITIONS, AMENDMENTS, AND DELETIONS:

- The whole or any portion of this Description may be added to, amended, or deleted at any time by the Director of Human Resources or position supervisor with the approval of the Director of Human Resources.