**Chatham University**

Job Description

**Job Title:** General Maintenance Services Worker

**Position Reports to:** Eden Hall Facilities Manager

**Position Summary:** The General Maintenance Services Worker is a maintenance generalist

who brings skills across many trades (e.g., electrical, carpentry, mechanical, plumbing) and can

carry out a broad range of maintenance-related tasks at Eden Hall Campus. This individual

assists with all Facilities Management-related activities.

**Qualifications:**

* Experience in many of the general trades – including carpentry, masonry, plumbing,
* electrical, mechanical, painting, and plastering – is required with skilled proficiency in at
* least one.
* Experience with landscaping activities and equipment in use within the Eden Hall
* Campus.
* Licensing/Certification in low-voltage electrical, plumbing, HVAC is preferred, but not
* required. Other transferable skills considered.
* Must be analytical, an independent thinker and highly motivated.
* Must be able to follow directives, complete tasks, work independently, and be team
* oriented.
* Must have the attitude, emotional maturity, and temperament for work in a school
* setting with a diverse population of students, faculty, and staff. Demonstrated capacity
* to represent the University well in all interactions with students, parents, visitors, faculty,
* and other staff.

**Duties and Responsibilities:**

* Carry out all maintenance related tasks as assigned to support the department of
* Facilities Maintenance.
* Assist with the operation and maintenance of advanced energy, wastewater, HVAC, and
* plumbing systems.
* Perform carpentry, masonry, painting and plastering work as needed to repair and
* maintain campus buildings and facilities.
* Assist with landscaping activities, including mowing, planting, trimming, snow removal
* and related work as needed.
* Assist with special events set-up, break-down, clean up and related activities.
* Assist in additional duties as required to carry out operations of campus buildings,
* grounds and facilities as needed.
* Participate in the Eden Hall facilities after-hours, on-call rotation to address issues and
* emergencies that come up outside of normal working hours.

**Physical Requirements:**

Hear: Continuous Sit: 5%

Speak: Continuous Stand: 90%

See: Continuous with 20/20 acuity Walk: 40%

Stoop/Bend/Kneel/Squat: 80% Write: 5%

Use telephone: 10% Push/Pull: 30%

Lift: 50 lbs. Reach above shoulders: 50%

Use computer: 10% Fine hand manipulation: 100%

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