

# General Maintenance Worker

This position is: OPEN

**Job Number: 303 Posted:** 11/14/2018 **Revised:** 0000-00-00 **Location:** St. Davids -  
- **Posting Type:** Staff

## I. Position Summary

Reporting to the Director of Plant Operations, the General Maintenance Worker maintains and makes general repairs on mechanical equipment and completes preventative maintenance as needed (other duties as assigned or required).

This position is classified as essential personnel under the university policy and is subject to department policies regarding essential personnel. Performs essential duties related to facilities work as identified by management during inclement weather, emergency situations, or as campus needs dictate.

Eastern University is known for its emphasis on faith, reason, and justice.

## Responsibilities

### II. Position Responsibilities

1. Addresses work requests of a broad variety as assigned (general mechanical, plumbing, HVAC, electric, minor carpentry, painting, welding).
2. Completes preventative maintenance initiatives as scheduled / assigned
3. Considered essential personnel including snow removal
4. Embodies values of caring and compassion, justice and integrity, competence and affirmation.
5. Seeks to treat each member of the campus community with fairness, dignity and respect seeking a spirit of unity and harmony as we join together to achieve our common mission.

### **Essential Personnel Functions/Requirements include but are not limited to:**

- **Be available for on call duties for after hours and weekends as scheduled.**
- **Duties may include activities inclement weather safety responsibilities, including the removal of snow, ice and/or branches, and other responsibilities as necessary due to inclement weather.**

- **May be required to work during campus closures.**
- **Performs related duties/work as required and/or assigned.**
- **Must be available for inclement weather events including snow removal and three occurrences of mandatory Saturday overtime per year.**

**ADA Requirements: Ability To**

- Frequently move, transport, lift, push/pull and maneuver up to 75lbs
- Frequently walk, stoop, kneel, climb, crawl, crouch and bend
- Frequently be able to reach and work overhead
- Fine hand manipulation
- Performs duties in tight confines
- Detect and locate leaks and differentiate between common odors related to trades (natural-gas, heating-oil, refrigerants, etc.)
- Visually detect and discern the needed materials to perform work as described above
- Respond to and initiate verbal communications
- Diagnose by careful listening

## Qualifications

Ability to perform minor plumbing repairs, replace light bulbs, replace air filters in HVAC units. Must have the ability to lift and move materials and tools and operate power tools in a safe and proper manner. Must be computer literate. A current valid driver's license is required. Must own and use personal vehicle. Personal hand tools required.

High school diploma or GED.

It is required that the candidate be available for "on-call" coverage within a rotating schedule. Must own and use personal vehicle. Position related personal hand tools required. - Ability to establish good working relationships with other technical and maintenance personnel.

The successful candidate must be self-motivated and capable of working unsupervised.

Embody values of caring and compassion, justice and integrity, competence and affirmation.

Commitment to treat each member of the campus community with fairness, dignity and respect seeking a spirit of unity and harmony as we join together to achieve our common mission.

Theological alignment with the doctrinal statement of the University; sincere and enthusiastic affirmation of the University's mission, vision and core values; and a commitment to integrating Christian faith into teaching and professional work.

## About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

## Background Checks

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment.

Standard University employees are required to complete the background clearance process and employees working with or around minor age children are required to complete the Youth Clearance process which includes the following three child protection clearances: FBI Criminal Record Check; Pennsylvania Department of Human Services Child Abuse History Clearance and Pennsylvania State Police Criminal Record Check. Employment will be contingent upon successful results of the background investigation.

## Description Disclaimer

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.