



Job Description

Maintenance Worker

FLSA Classification

Non-Exempt

Reports to

House Director

Date

Revised: April 1, 2016

Summary

This position is responsible for a variety of semi-skilled work in the maintenance of the House. The position follows standard practices and procedures and complies with associated regulatory requirements.

Essential Functions

- Follows standard safety procedures ensuring house is in acceptable working order
- Recommends repairs or obtains quotes for repairs when asked.
- Ensures indoor and outdoor lights are in working order
- Applies touch up paint to walls, baseboards, railings, cabinets or other areas
- Performs minor repair to woodwork, cabinets, doors, shutters, stairs and handrails
- Changes furnace/AC filters as needed
- Cleans debris from gutters
- Washes windows as needed
- Assists with grounds maintenance and pick up trash in yard
- Advises House Director of need for major repair(s) or replacement of plumbing or electrical systems
- Adheres to campus, Fraternity, House Corporation Board, and chapter policies and rules

Competencies - key performance indicators to be successful in this position include:

- **Organizing:** Uses resources effectively and efficiently and can organize multiple tasks.
- **Thoroughness/Detailed Oriented:** Completes task with regard to every detail.
- **Timely Decision Making:** Makes decisions in a timely manner, sometimes with incomplete information.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items over 50 pounds. The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.

Position Type and Expected Hours of Work

This position may be a full-time or part-time position on an as needed basis. Days and hours are established by the House Director at the location.

Travel

No travel is expected for this position.

Education and Experience

High school diploma preferred but not required

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

House Director: _____

Employment Committee Chair/House Corporation President: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____