

Job Title: General Maintenance Assistant
Compensation Rate/Grade: Grade 3
Department: Facilities Services
Updated: January 2020

Essential Functions:

- Assist all trades and maintenance staff on work assignments but may also work independently.
- Perform general building maintenance in all the trades.
- General repair and preventative maintenance of all building equipment, as assigned.
- Follow work assignments, instructions, labeled information, and safety standards.
- Perform duties in the following trades; electrical, plumbing, painting, floor covering, HVAC-digital/pneumatic, hardware, tile work-floor/ceiling, sheet metal, masonry, welding, plastering, etc.
- Provide quality customer service to faculty, staff, students and campus visitors.
- Commit to being assigned as an essential employee, meaning you may be required to work when others are excused.
- Use of technology, such as email, smart devices (ex: iPad, iPhone), work order system/programs.
- Attend to Facilities Services related emergencies when necessary.
- Enforce and support policies established by the Facilities Services leadership.
- Work with and lead the activities of student staff.
- Attend safety meetings and other related meetings.
- Perform other related duties as required.

Required Qualifications:

- Demonstrated professional experience in building maintenance areas as needed to perform essential functions listed above.
- Satisfactory past work performance.
- Ability to work with minimum supervision.
- Valid driver's license with acceptable driving record.
- Excellent attendance record.
- Maintain licenses, certifications and formal training as are applicable. Participate in GVSU training programs and/or other required maintenance related courses provided by the department.
- Complete lift training and obtain certification, as provided by the university.
- Willingness to work off shifts, holidays and overtime as necessary.

Physical Demands:

- Ability to lift up to 70 lbs.
- Work at heights up to 70 feet in confined spaces and during inclement weather.
- Ability to perform manual labor, including bending, twisting, stooping and reaching as needed.
- Ability to work outdoors and/or in unairconditioned buildings, at university events, as required.
- Perform work duties/responsibilities for extended periods of time (approximately 12 hours/day) even during inclement weather.
- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.