



MAINTENANCE WORKER PLANT AND GROUNDS FULL-TIME

JOB DESCRIPTION

Villa Maria College is seeking a maintenance worker for the campus. Under the direction from the Plant and Grounds Supervisor, the Plant and Grounds Maintenance Worker is responsible for assisting with the upkeep of the grounds and building maintenance. Maintenance workers do routine and preventive maintenance and repairs for buildings, facilities and equipment.

RESPONSIBILITIES

- Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, or the physical condition of buildings does not deteriorate;
- Record type and cost of maintenance or repair work;
- Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices;
- Provide grounds keeping services, such as landscaping and snow removal;
- Ability to run a snow blower, shovel, lawnmower and other outdoor equipment;
- Perform light plumbing, light electrical and building repairs;
- Paint or repair windows, doors, floors, woodwork, plaster, drywall, or other parts of the campus buildings;
- Some cleaning tasks when necessary.

QUALIFICATIONS:

- High School Diploma or the equivalent;
- Experience in using hand tools, such as wrenches, screwdrivers, and power tools;
- Basic knowledge of carpentry, plumbing and electrical;
- Knowledge of using snow blowers and lawnmowers;
- Independent worker with excellent attention to detail;
- Positive attitude.

The starting date is January 12, 2015.

APPLICATION MATERIALS

Applicants should send letter of application, resume, three references (include names, addresses, e-mails and telephone numbers) for potential contact during the screening process, Villa Maria College application (see below).



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PLEASE VISIT AND COMPLETE THE ON-LINE APPLICATION PROCESS FOUND AT:

jobs.villa.edu

When you have completed the on-line application process, your information will be forwarded to the Search Committee for their review. The Search Committee will carefully review each resume and select the strongest candidates. Once the selection process is completed, qualified candidates will be contacted for an interview.

EOE

Screening of application materials begins immediately.

Internal Posting Deadline: Review of applications will continue until the position is filled.

External Posting Deadline: Review of applications will continue until the position is filled.