



MAINTENANCE STAFF

Position Title:	Maintenance Staff
Department:	Facilities
Status:	Full-Time, Hourly, Non-Exempt
Grade:	Support Level I
Hours:	7:00am to 3:00pm (varied shifts as assigned)
Reports to:	Facilities Manager
Education:	High school graduate/equivalent with specialized training in various areas of electrical, plumbing, carpentry, masonry, heating/A/C preferred
Certification:	None required
Experience:	Previous experience in general maintenance required

Position Summary: This position works closely with the Maintenance team and supervisor. Job duties will include, but are not limited to, assembly, installation, trouble shooting, adjustment and repair of electrical, mechanic equipment and distribution systems. This position is highly visible within the organization.

Knowledge, Skills & Abilities:

Requirements listed below are representative of the knowledge, skill, and/or ability required to be successful in this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to communicate with a wide variety of students, staff and faculty.
- Ability to understand general mechanical, electrical and engineering operations.
- Possess organizational, analytical, and communication (verbal and written) skills.
- Ability to read and interpret instructions, reports, and policies.
- Ability to work under pressure and to meet deadlines.
- Knowledge of Microsoft Office Suite (i.e., Outlook, Excel)

Primary Responsibilities/Duties:

- Open building on specified days/weekends;
- Inspect and maintain all machine rooms on a daily basis;
- Repair plumbing or electrical malfunctions;
- Perform necessary landscaping duties;
- Provide snow removal as necessary;
- Be available for on call emergencies;
- Repair, patch and paint walls as needed;

- Work as part of a team to provide support and maintenance to the facilities;
- Be responsive to requests for assistance from staff, faculty, students and visitors;
- Provide excellent customer service to all staff, faculty, students or others;
- Assist with coordination of recycling efforts (gathering, hauling, etc);
- Classroom and special event room set up;
- Identify and address maintenance issues throughout facilities;
- Other duties as assigned by the Faculties Manager.

To apply, please send a cover letter highlighting your previous experience and qualifications along with a current resume to **Paula Shreve, Director of Human Resources** via email at pshreve@ccsj.edu.

This position will remain open until filled.

CCSJ is an equal opportunity employer and encourages candidates of typically underrepresented groups to apply.