Job Title: General Maintenance Assistant
Compensation Rate/Grade: Grade 3
Department: Facilities Services
Updated: December 2011

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.
- Work at heights up to 70 feet in confined spaces and during inclement weather and be able to lift 70 lbs.
- Ability to perform manual labor, including bending, stooping and reaching.
- Follow work assignments, instructions, labeled information, and safety standards.
- Provide quality customer service to faculty, staff, students and campus visitors.
- Proven hands-on skills in at least (2) or more of the following trades; electrical, plumbing, cabinet making, carpentry, painting, floor covering. HVAC-digital/pneumatic, hardware, tile work-floor/ceiling, sheet metal, masonry, welding, plastering, etc.

Required Qualifications:
- Demonstrated interest and experience in all building maintenance areas as needed to perform essential functions listed below.
- Satisfactory past work performance.
- Ability to work with minimum supervision.
- Willingness to work overtime and accept off-shift assignments.
- Valid driver's license.
- Excellent attendance record.
- Licenses, certifications and formal training as are applicable. Participate in GVSU training programs and/or other required maintenance related courses.
- Willingness to work with and direct the activities of student staff.
- Participate in GVSU training sessions or similar certified maintenance training.

Physical Demands:
- 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.