Job Title: General Maintenance Specialist  
Compensation Rate/Grade: Grade 5  
Department: Facilities Services  
Updated: December 2011

Essential Functions:
- Perform general and specialized building maintenance in all the trades.
- General and specialized repair and preventative maintenance of all building equipment.
- Assists campus architects and engineers in the development of remodeling, retrofit and new construction projects.
- Instruct, consult and work with and/or direct the activities of student and fellow maintenance staff.
- Work at heights up to 70’ 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 independently.
- Provide quality customer service to faculty, staff, students and campus visitors.
- Demonstrated ability to successfully work independently, organize own work and coordinate and direct the work activities of others including student and fellow maintenance staff.
- Proven hands-on skills in at least six 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 the essential functions listed below.
- Satisfactory past work performance.
- Willingness to work overtime and accept off-shift assignments.
- Valid driver’s license.
- Ability to work independently with minimum supervision.
- Licenses, certifications and formal training as are applicable.

Preferred Qualifications:
- Able to successfully pass our aptitude test with a minimum of 75% score in all categories.
- A demonstrated understanding of schematics, blueprints and designs.
- Minimum of seven (7) years full-time experience in related work, as a General Maintenance Mechanic and a minimum of two (2) years as General Maintenance Assistant.
- Possess strong verbal and written communications skills.

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.