Whitworth University
Facilities Services Job Description

Job Title: Trades Assistant

Job Function: Under the supervision of the manager of facilities maintenance or a supervising technician as assigned, student assistants in the various trades are expected to perform tasks necessary to the preventive and emergency maintenance of campus facilities and utilities. Tasks vary by trade and by season. Experience is not expected, but willingness to learn and an ability to follow directions and obey protocol are required. A certain level of physical fitness may also be required.

Responsibilities:
1. Assist staff technicians with maintenance and repair of campus facilities and equipment as needed.
2. Assist with new construction and remodel projects as needed.
3. Assist with cleaning and maintenance of mechanical rooms, shop areas and vehicles as needed.
4. Assist with equipment and supply organization and inventory.
5. Other related duties as assigned
6. Good communication skills and a positive attitude are required.

Expectations:
1. Student employees should at all times be good representatives of Whitworth and of the facilities services department, both in the performance of their duties and in interactions with Whitworth constituents while in uniform.
2. Student employees should be present and ready to work at the assigned start time.
3. Students will comply with attendance policy requirements.
4. Student employees are responsible for personally notifying the front office by phone (509.777.3254) when they are unable to be at work on time.
5. Student employees are responsible for parking their cars in the designated parking places and are responsible for having the proper parking sticker in place.
6. Student employees are responsible for wearing their PPE including hand, ear and eye protection (provided by Whitworth) at all times as appropriate while on the job. Steel-toed boots, long work pants (not athletic wear) and work shirts (provided by Whitworth) must be worn all day, every day.
7. Employees are responsible for supplying their own rain gear, hats, and other protection from the elements as needed.
8. Timekeeping: Hours worked must be recorded accurately in a WhitNet timecard, to be reviewed daily by your immediate supervisor.
9. Take personal responsibility for remaining productive during the entirety of each daily shift.

Minimum Qualifications:
1. Ability to lift up to 40 pounds and remain physically active for a full shift
2. Previous experience and/or knowledge of custodial methods and equipment preferred
3. Ability to maintain safe working conditions at all times, including comprehension and adherence with material safety precautions and heavy equipment operational training
4. Ability to work in noisy, dusty, and/or smelly conditions
5. Ability to work cooperatively as a member of a team
6. Integrity and the ability to maintain confidentiality when working in sensitive areas
7. Ability to follow instructions and learn new skills
8. Ability to complete tasks independently
9. Ability to pass background check
10. Valid driver’s license preferred
General Trades Assistant

**Job Function:** Under the direction of Whitworth’s maintenance & repair staff, this position assists with construction, remodel and repair projects in Whitworth’s nearly one million square feet of facilities. Also assists with various equipment and grounds repairs.

**Position-Specific Responsibilities** (in addition to the above-stated responsibilities):
- Carpentry work (both rough and finish) and minor repairs to equipment and furniture
- Use of materials including wood, metal, concrete, drywall and glass
- Power-tool and heavy-equipment operation (with training)
- Demolition work (indoors and out)
- Familiarity and some experience with maintenance and repair materials, tools and methods recommended; willingness to learn required!
- Ability to work below ground and to climb ladders and work on rooftops
- Creative problem-solving abilities appreciated

Electrical Assistant

**Job Function:** Under the direction of Whitworth’s electricians, this position assists with installation, maintenance and repair of light fixtures, power outlets, and pretty much every other electrical thing on campus.

**Position-Specific Responsibilities** (in addition to the above stated responsibilities)
- Lamp replacements of various types
- Battery replacement in assorted equipment
- Identification of lighting and electrical issues around campus
- Inventory and classification of electrical equipment around campus

HVAC Assistant

**Job Function:** Under the direction of Whitworth’s HVAC technicians, this position assists with installation, maintenance and repair of various heating, cooling, refrigeration and air-quality systems around campus.

**Position-Specific Responsibilities** (in addition to the above-stated responsibilities):
- Assist with recurring equipment maintenance requirements including filter changes, belt replacements and lubrication of parts.
- Assist with maintenance and management of the campus steam plant.
- Power-tool and heavy-equipment operation (with training)
- Ability to work below ground and to climb ladders and work on rooftops

Plumbing Assistant

**Job Function:** Under the direction of Whitworth’s plumbers, this position assists with installation and repair of plumbing fixtures and water systems as well as preventive-maintenance requirements for the same.

**Position-Specific Responsibilities** (in addition to the above-stated responsibilities):
- Leak identification and repair
- Unplug clogged drains
- Battery replacement in assorted equipment
- Power-tool and heavy-equipment operation (with training)
- Demolition work (indoors and out)
- Hepatitis A vaccination required (Whitworth will provide).