



**POSITION TITLE:** General Trades Maintenance

**DEPARTMENT:** Facilities Services

**REPORTS TO:** Manager, Facilities Maintenance

**SALARY GRADE/HIRING RANGE:** 11/\$22.25 - \$23.56

**FLSA DESIGNATION:** Non-Exempt

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**SUMMARY OF THE POSITION:**

Reporting to the Manager of Facilities Maintenance, performs general maintenance tasks on university owned properties including remodeling, repair of buildings and structures, and minor/major repairs of equipment and furniture. Performs skilled maintenance tasks in carpentry, cabinetry, plumbing, painting and concrete work. Performs routine maintenance and repair work not requiring a license in other trades areas: electrical work, HVAC control systems and locksmith work. This position will share time supporting both plumbing and carpentry.

**OPPORTUNITIES OF THE POSITION:**

- Function as an integral member of a cohesive unit providing quality service defined by goals rather than a narrow list of duties.
- Inspect, repair, maintain and service university owned buildings.
- Initiate, prioritize and complete daily assigned work orders. Assess and submit material requests to immediate supervisor. Assignments include maintenance, repair and/or replacement of windows, window coverings, screens, doors, wallpaper, drywall, floors, floor tile and/or other coverings.
- Repair and maintain office and dormitory furnishings.
- Remodel and construct facilities in accordance with project requirements.
- Assist with plumbing, HVAC, electrical, and locksmith, and other team members as needed.
- Provide painting services to the university:
  - Plan and schedule paint projects
  - Paint university spaces at a professional level
  - Lead, train and coordinate a team of seasonal student workers on large-scale painting projects
  - Supervise assigned student workers, including time card accountability.
- Perform semi-skilled tasks independently or as part of a regular maintenance crew.
- Organize work space and prioritize workload to best meet the university's needs.
- Other duties as assigned.

**REQUIREMENTS OF THE POSITION:**

- A personal commitment to the Christian faith and to the integration of faith and learning
- A commitment to the educational mission of Whitworth University as a Christian liberal arts university affiliated with the Presbyterian church.
- A commitment to diversity, equity and inclusion.
- Ability to interpret blueprints, drawings, and sketches.

- Ability and willingness to respond to evening and weekend calls for emergency services.
- Willingness to work outside area of specialization to assist with the evolving needs of the campus.
- Willingness and availability to work off shift as required.
- Ability to work effectively as a member of a team.
- The following physical abilities are required to perform the essential functions of the position:
  - Move heavy objects (50 pounds or more) long distances (more than 20 feet).
  - Reach high work areas with ladders and/or scaffolding and work at heights greater than 10 feet.
  - Dexterity, agility and flexibility to perform the requirements of the position.
  - Work for extended periods in confined spaces.
  - Physical ability and conditioning to perform all duties of the position including limited work in cramped and uncomfortable positions, on ladders, scaffolding, man-lifts, ceiling crawl space, fan towers, underground utility tunnels, sewage-lift stations and roofs.

**PREFERRED JOB KNOWLEDGE, SKILLS AND ABILITIES:**

- Experience operating power and hand tools associated with a variety of trades' areas. (Table saws, miter saws, welders, etc.)
- Experience operating snow removal equipment.
- Knowledge of and ability to work within regulations set forth by state and federal guidelines.
- Experience using scissor, boom and fork lifts.

**ORGANIZATIONAL RESPONSIBILITY OF THE POSITION:**

- Supervise students and temporary employees.

**REQUIRED QUALIFICATIONS:**

**Education:** High school diploma or GED required.

**Experience:** 3+ years of skilled level experience in building maintenance and repair work, with a high level of proficiency in at least one of the building trades including knowledge and skill in carpentry, cabinetry, plumbing, electrical, HVACR, welding, painting and hardware; Training or experience in small and large equipment use.

**Licenses or Certifications:** Valid Washington State driver's license.

**ADDITIONAL REQUIREMENTS:**

A background check, credit check, and confirmation of degrees and licenses earned will be required of the successful candidate. A resume, cover letter, faith statement, and names, addresses, and phone numbers of at least three (3) professional references will also be required.