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Job Posting – 4/2/2019

Building Maintenance Worker 3 - WTSD

Description: Under general supervision, is responsible for semi-skilled and skilled building maintenance work of considerable difficulty which includes supervision of others in work; and performs related work as required. This is the lead level class in the Building Maintenance Worker sub-series. An employee in this class leads and participates in a variety of tasks including carpentry, painting, plumbing, electrical, masonry, and general mechanical repair work.

Qualifications and Requirements:

- Applicants are required to have a high school diploma or GED certificate. Experience equivalent to four years of full-time increasingly responsible and skilled full-time labor and trades work including, at least, three years in building maintenance work, including at least one year of supervisory experience preferred.
- A valid State of Tennessee driver's license is required when driving on campus whether in a personal car or state vehicle.
- Applicant must be willing to be fingerprinted and required to have a TBI/FBI background check. In addition, background checks will be conducted through the Tennessee of Registry of Sexual Offences, the Tennessee Registry of Abuses, and the Tennessee Child Protective Services Background Check.
- Applicants must become proficient in sign language at the level established for this position. Training will be provided.

Terms of Employment: Full time, 12 month position

Salary and Benefits: \$2,393.00 - \$3,827.00 monthly

Essential Duties and Responsibilities:

- Performs general repair and maintenance on mechanical equipment such as washers, dryers, kitchen equipment, exhaust fans, refrigerators, ice machines, HVAC, window units, ptacs, and mechanical gates.
- Performs routine plumbing tasks such as unstopping commodes, replacing bathroom fixtures and drains and repairing minor leaks.
- Leads in restorative maintenance projects.

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- Repairs windows, doors, floors, woodwork, drywall or other parts of building structures.
- Performs routine electrical tasks such as replacing light bulbs and wall switches.
- Performs basic carpentry tasks such as repairing doors, broken windows, and installing bulletin boards, installing drywall, building walls and shelving, minor roofing repair, and caulking.
- Paints the interior and exterior of buildings.
- Leads in grounds maintenance projects, mowing, trimming, weeding, etc.
- Removes trash and construction waste and cleans receptacles.
- Polices grounds.
- Reviews preventative maintenance plans in order to perform routine preventive maintenance to ensure that equipment continues to run smoothly, building systems operate efficiently, and/or the physical condition of building does not deteriorate.
- Observes and monitors environment to determine maintenance needs.
- Monitors inventory and requests supplies as needed.
- Performs repair work using drawings, blueprints, maintenance manuals, or diagrams.
- Completes work order request forms to log repair work, time expended and materials used.
- Fleet Maintenance such as washing vehicles, weekly safety inspections, maintaining fuel levels and all fluids, and scheduling all services.
- Moves objects such as large furniture, file cabinets, cubicles, chairs, desks, and bookshelves.
- Sets up cubicle spaces, conference rooms, and special events.
- Unloads truck shipments.

Knowledge of Job:

- Proven maintenance experience.
- Skilled in the use of hand and power tools.
- Ability to take apart machines, equipment, or devices to remove and replace defective parts.
- Ability to check blueprints, repair manuals, or parts catalogs as necessary.
- Ability to use common tools such as hammers, hoists, saws, drills, and wrenches.
- Experience with precision measuring instruments or electronic testing devices.
- Experience performing routine maintenance.
- Basic working knowledge of HVAC, plumbing and electrical systems
- Strong organizational and follow up skills.
- Eye for detail.
- Professional presentation and attitude.
- Ability to maintain focus while working individually.
- Strong time management skills.
- Excellent communication and interpersonal skills.
- Ability for creative problem-solving.

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Benefits: Benefits include medical, dental, vision and life insurance, retirement pension, 401(k) match, employee assistance program, personal and sick leave (PTO) and more.

The applicant selected for this position must complete full background checks including fingerprinting. Background checks will be completed through TBI, FBI, DCS, TN Registry of Sexual Offenders, and TN Registry of Abuse.

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