

## NFCC Job Description

**Job Title:** Maintenance Worker  
**Department:** Maintenance  
**Reports To:** Director of Physical Plant  
**FLSA Status:** Non-Exempt  
**Prepared By:** HR Department  
**Prepared Date:** August 1, 2001  
**Approved By:**  
**Revised Date:** March 1, 2008

### **SUMMARY**

This is unskilled work in several trade areas in the maintenance and repair of buildings and/or equipment. This position is labor intensive and requires heavy lifting.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Below are listed the primary tasks identified for this position. The duties articulated though not exhaustive, indicate the majority of the functions assigned to this position. Other duties may be assigned based on institutional need.

1. Operate College equipment which will include trucks, cars and golf carts.
2. Arrange furniture for College and Mansion events and assist in rearranging furniture after the events are completed.
3. Change ballasts and light bulbs as needed.
4. Change air conditioning filters as needed.
5. Use sod cutter and ditch digger.
6. Performs maintenance and custodial duties as needed.
7. Deliver items around campus as needed which might include computer/copy paper, mail, boxes, etc...
8. Moves furniture as directed.
9. Clean roofs and gutters of leaves and pine straw.
10. Use man lift to perform various above ground maintenance tasks.
11. Assist with other duties as directed by the Maintenance Department.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) and general knowledge of maintenance functions and use of minor equipment.

## **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid driver's license.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, talk or hear, and taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually loud.