Position Vacancy Announcement

MAINTENANCE REPAIR WORKER
BGSU Firelands

BGSU Firelands is a 2,400 student, regional campus of Bowling Green State University. The University has nationally recognized programs and research in the natural and social sciences, education, arts, business, health and wellness, humanities and applied technologies. BGSU Firelands seeks talented individuals to join our community in Huron, Ohio, on the scenic shores of Lake Erie.

Work Schedule:

Twelve-month, part-time position. Work schedule is 7:00 a.m. – 3:00 p.m. on weekends and holidays, subject to change based on the needs of the College. Not to to exceed 24 hours per week. Limited benefits package available which includes retirement, workers compensation, unemployment coverage and Medicare. However no insurance benefits are available.

Please note BGSU will no longer allow employees to hold more than one part-time job at a time.

Position Summary

Under the supervision of the Director, Budget & Operations, individual performs routine and special building/grounds maintenance procedures during the regular work week. There are multiple vacancies. **Deadline to apply: November 2, 2018.**

Essential Duties, Tasks and Responsibilities

- Performs routine building maintenance (i.e. sweeps, dust/damp mops floors, vacuums/shampoos carpets, strips/waxes/buffs floors, washes windows, other general janitorial duties)
- Repairs minor building equipment
- Paints interior/exterior surfaces
- Removes snow from sidewalks/parking lot surfaces; applies salt/ice melt to walks, lots, and drives
- Performs general lawn maintenance
- Other tasks entail, but are not limited to, minor maintenance/repair of electrical equipment and fixtures (e.g., changing light bulbs and ballasts); plumbing equipment and fixtures; building maintenance/custodial equipment; furniture and fixtures; grounds equipment
- Monitors and logs mechanical and HVAC equipment and reports issues to supervisor
• Provides general setup and other preparation for small or large events
• Assists other Plant Operations and Maintenance staff members as required
• Provides work shift coverage for other Plant Operations and Maintenance staff members when required

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Essential Competencies and Skills

• Knowledge of basic mathematical skills
• Knowledge of basic reading skills
• Ability to carry out verbal and/or written instructions
• Ability to effectively communicate, verbally and written
• Detailed-oriented and highly accurate
• Ability to work effectively in a team environment
• Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
• Knowledge of basic computer skills
• Ability to operate and use manual and power custodial equipment
• Ability to operate hand and/or power tools appropriate to the trade

Minimum Qualifications

Experience

• Six months related experience required

Education

• High school diploma or GED required
• Must have and maintain a valid driver’s license and be insurable under the University’s insurance

Salary

Classified Staff Pay Grade 23/$12.43

Part-time, Classified Staff positions available. For a complete job description and instructions on how to apply visit https://bgsu.hiretouch.com/ or contact the Office of Human Resources. BGSU. AA/EEO/Disabilities/Veterans. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with Bowling Green State University, please call 419-372-8421.