



## **POSITION ANNOUNCEMENT**

**Job Title:** Maintenance Assistant  
**Department:** Facilities Management  
**Reports To:** Manager of Facilities  
**Level:** 3  
**Shift/Hours:** 40 hours per week  
**Date Prepared:** April 5, 2018

### **SUMMARY**

This position maintains University grounds and assists maintenance department in repairs.

### **ESSENTIAL DUTIES AND REPOSIBILITIES**

1. Maintains University grounds and buildings.
2. Assists with set up for University functions.
3. Performs minor vehicle maintenance; minor carpentry, drywall work and painting; furniture moves; snow removal procedures to ensure the safety of students, faculty, staff and visitors.
4. Drives company vehicles to perform work on the property, pick up parts, plow snow and on occasion perform transportation duties.
5. Maintains cleanliness of company vehicles and maintenance work area.
6. Other duties as assigned.

### **QUALIFICATIONS**

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. 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. Must have a valid driver's license and commercially insurable driving record.

May be required to work flexible schedule and/or work hours to include holidays, evening and weekends as needed. Ability to work mandatory overtime. May be required to report to work during University emergency closings.

### **EDUCATION AND EXPERIENCE**

High School diploma or general education degree (GED). Some related experience and/or training a plus. Technical training in horticulture or related field. Ability to obtain and maintain state certification as a pesticide applicator.

### **TO APPLY**

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to [hr@madonna.edu](mailto:hr@madonna.edu). Current employees must complete the internal application on MY Portal >Employee Resources.

### **MADONNA UNIVERSITY**

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.