General Maintenance Assistant

JOB PURPOSE

Performs basic maintenance and repair tasks and may assist other skilled workers with HVAC, carpentry, electrical, plumbing or general building/facility maintenance projects.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Assist skilled workers in troubleshooting, maintenance, repair and adjustment of HVAC, electrical, plumbing and other building systems and equipment.

Drills holes for wiring and pulls or pushes wiring through openings. Assists in lifting, positioning and fastening objects such as wiring and conduit. Performs minor electrical repairs such as replacing bulbs, light sockets and switches.

Installs weather stripping, interior and exterior trim and finish hardware. Install items such as window shades, venetian blinds and curtain rods.

Removes walls or cuts openings in walls and floors to accommodate pipe, pipe fittings and doors. Bends pipe to correct angle by using pipe bending equipment or by placing pipe over form and bending manually. Threads and connects pipe and conduit to functional components. Performs basic repairs to plumbing systems including fixing leaky faucets and opening clogged drains, etc.

Assembles cut and shaped materials and fastens together with nails, dowel pins or glue. Covers sub floors, walls and roofs with building material. Cleans surfaces with sandpaper, solvent and wiping cloths to prepare surfaces for finishing.

Breaks up and removes concrete. Cuts lumber to length, prepares forms and pours concrete for miscellaneous projects. Dismantles forms, applies caulking compounds to seal crevices, cuts and attaches insulating material.

Maintains convectors by cleaning units and replacing filters and insulation as needed. Performs other preventive maintenance tasks such as changing belts and lubricating moving parts.

May repair carpet by removing and replacing damaged sections.

Tests smoke detectors according to manufacturer’s recommendations. Replaces batteries and maintains service log of tests and repairs.

Maintains tools and equipment and keeps supplies and parts in order. Cleans work area, tools, machines and equipment.
May provide assistance to more skilled workers performing installation, adjustment, maintenance, parts replacement, and repairs.

Performs other general building maintenance as assigned. Drives vehicle as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to use power and hand tools, hand drills, electric meters, and hoisting equipment.

Ability to understand and follow oral and written instructions. Ability to read and interpret drawings, blueprints and/or schematics.

Ability to work in safe and efficient manner.

May require the ability to operate a computer.

**MINIMUM REQUIREMENTS**

**Education:** High school diploma or GED

**Experience:** One year experience in craft/building maintenance work.

**Certifications/Licenses:** Valid driver’s license and ability to be insured by Indiana University.

**PHYSICAL REQUIREMENTS**

Sitting, standing, walking, driving, climbing ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs. multiple times per shift, fingerling, talking, hearing, and seeing.

**WORKING CONDITIONS**

Spends most time indoors but possibility of exposure to hot or cold temperatures for one hour plus when working outdoors. Possible exposure to distracting/uncomfortable noise levels. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.
A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.