**JOB PURPOSE:**

Repairs and maintains various types of equipment used for custodial services.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Repairs and maintains a variety of gas and electrically powered custodial equipment such as: snow and leaf blowers, sweepers, buffers, vacuums, carpet maintenance machinery, high pressure pumps and sprayers.

Installs/replaces parts such as: bearings, motor brushes, bushings, clutch plates, and pad drivers. Oils and lubricates equipment. Tests equipment against manufacturers specifications.

Repairs hand tools and equipment.

Fabricates electrical extension cords.

Installs, repairs and replaces restroom fixtures. Issues equipment, maintains parts inventory, and recommends purchase/replacement of equipment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of custodial care equipment and their design, use, and repair/maintenance procedures.

Ability to read and understand drawings, blueprints, and schematics.

Ability to work in a safe and efficient manner.

**MINIMUM REQUIREMENTS:**

**Education:** High School diploma or GED.

**Experience:** Three years electrical or mechanical repair.

**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, fingering, talking, hearing, and seeing.
**WORKING CONDITIONS:**

Spends equal amounts of time indoors and outdoors. Possible exposure vibration of body or extremities. 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.