General Maintenance Worker

**JOB PURPOSE:**

Under general supervision, performs a variety of semi-skilled maintenance and repair tasks in areas such as HVAC, carpentry, electrical, heating, and plumbing.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Performs semi-skilled maintenance and repair on HVAC systems. Checks air vents and installs window air conditioning units.

Assembles, installs and/or repairs wiring, electrical and electronic components, machinery, equipment, and appliances.

Repairs and performs minor maintenance on pipe systems and plumbing fixtures including repair of faucet leaks, vandal-proof stoppers, and showerheads. Clears drains using plunger and spring.

Diagnoses mechanical problems and determines corrective steps, checking blueprints, repair manuals, and parts catalogs as necessary.

Performs routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, and the physical condition of buildings does not deteriorate.

Repairs or replaces defective equipment parts using hand tools and power tools, and reassembles equipment.

Repairs and replaces dry wall, paint, screens, glass, doors and door hardware, shade blinds, furniture, lamps, handrails, ceiling, and floor tiles, baseboard molding strips, etc. Repairs desk lamps, ceiling lights, sweepers, wet vacs, etc. Replaces light switches, ceiling lights, and fluorescent fixtures.

Maintains parts, supplies, and equipment and advises supervisor when supplies need to be ordered. Uses tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices.

Assists in directing the work of others.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

General knowledge of multi-craft maintenance in carpentry, electric, heating/cooling, and plumbing.
Ability to understand and follow oral and written instructions.

Knowledge of materials, methods, and the tools used to perform job duties. Ability to operate the specific tools used in the area of expertise, including related tools and equipment.

Ability to work in safe and efficient manner.

May require the ability to use a computer.

**MINIMUM REQUIREMENTS:**

**Education:** High school diploma or GED

**Experience:** Two years multi-craft maintenance experience in areas such as carpentry, electrical, plumbing, heating/cooling, etc.

**Certifications/Licenses:** Valid driver’s license with ability to be insured by Indiana University. Relevant certifications may be required.

**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 most time indoors with possible exposure to extreme hot or cold temperatures for one hour plus. Possible exposure to distraction/uncomfortable noise levels and 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.

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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.