Parking Maintenance Worker

**JOB PURPOSE:**
Installs, maintains, and repairs campus signage. Maintains parking facilities and related equipment.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**
Receives work requests from office as problems and needed repairs are reported and determines if request is on property within Indiana University’s jurisdiction.

Initiates requests for utility locates prior to repairs or installations that require digging or excavation.

Uses basic hand and power tools to install, repair and remove signs.

Marks, paints, and stripes parking lot spaces and directional markings according to blueprints, drawings or sketches.

Places and/or replaces concrete bumper blocks.

Installs and maintains meters and related equipment.

Orders signs and associated hardware and fasteners.

Performs general clean up of parking areas.

Participates in grounds maintenance activities as necessary and during seasonal peak periods.

**KNOWLEDGE, SKILLS, AND ABILITIES:**
Knowledge of tools, equipment, materials, and methods used in the installation and maintenance of signage and parking lots.

Ability to read blueprints, drawings, and sketches.

Ability to operate pick-up truck, self propelled paint striping machine, basic hand tools, power tools, and basic grounds maintenance tools and equipment.

Ability to work in safe and efficient manner.

**MINIMUM REQUIREMENTS:**
**Education:** High school diploma or GED

**Experience:** One-year signage maintenance/installation

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

**PHYSICAL REQUIREMENTS:**

Sitting, standing, 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 outdoors, frequent 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.