



WESTMONT

Summer Maintenance – Full-Time Temporary **Conference Services - May 1, 2022 – August 26, 2022**

Position Summary - Serves as primary resource for time-sensitive minor to intermediate maintenance needs that arise during the summer conference season, primarily those within residence halls. Troubleshoots problems related to carpentry, painting, plumbing, lighting, minor electrical and general mechanics in the residence halls or group event space. Determines when an issue needs to be elevated to the Physical Plant staff for assistance. Works, with support as needed by the student summer staff, to systematically resolve outstanding work orders in residence halls.

Qualifications: Requirements include: Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations. Demonstrated general handyman knowledge of plumbing, rough carpentry, painting and electrical. 2-4 years of experience in building or institution trades preferred. Must be a self-starter. Experience assessing and working maintenance tasks independently, and able to provide basic instruction when assistance is needed from unskilled workers. Ability to read, understand and respond to instructions in English. A positive attitude and able to work well with a team

Certificates, Licenses, Registrations:

Must possess a valid California drivers' license and an acceptable, current DMV report.

Responsibilities

- Maintenance and trouble shooting in bathrooms: assemble, install, test and repair plumbing fixtures and piping including shower nozzles, sinks, faucets, pea traps, toilets and water fountains.
- Clean sewer lines, plugged stools and drains.
- Maintenance and trouble-shooting problems with windows, doors and associated hardware.
- Minor carpentry to repair room furniture.
- Minor repairs and adjustment to heating and air-conditioning equipment and controls such as replacing filters and adjustment of thermostats.
- Potential garden duties.
- Identifies when an issue needs to be elevated to the Trades staff and what level of urgency should be attached.
- Work effectively with others by: sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical solutions; and respecting the diversity of our work force in actions, words and deeds.



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- On-call for evening and weekend maintenance needs.
- Other duties as assigned.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must successfully complete a post offer, pre-employment physical examination which is paid for by the college. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear. The employee frequently is required to walk. The employee is occasionally required to sit, and exercise his/her sense of smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

Reports to:

Director of Conference and Event Services