



# WESTMONT

## **Facility Maintenance Worker I**

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### **Physical Plant**

**Summary:** Perform preventative maintenance, repair, replacement and installation of a wide variety of mechanical equipment including troubleshooting issues related to carpentry; building repair; painting; plumbing; lighting; minor electrical and general mechanics in the residence halls and academic buildings.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions of their tasks. A HS diploma and 5 years' experience in building/institutional trades in one or more of the following: plumbing, rough carpentry, building maintenance and repair is required. Also requires: minor electrical knowledge; ability to read and work from blueprints; competence with MS Office Suite; and the ability to read and communicate effectively in English. A valid California driver's license and an acceptable DMV report is required.

### **Essential Duties & Responsibilities:**

Perform preventative maintenance in heating, air distribution, plumbing, lighting and mechanical systems such as:

- Maintenance in restrooms: assemble, install, test and repair plumbing fixtures and piping including showerheads, sinks, faucets, pea traps, toilets and fountains.
- Install, adjust and repair windows, doors, and associated hardware.
- Install and repair flooring such as linoleum, tile, Formica, carpeting and related trim.
- Minor carpentry construction, modifications and repairs such as building temporary walls, ceilings, partitions, and painting.
- Clean sewer lines, clogged toilets and drains.
- Minor repair and adjustment to HVAC equipment and controls such as replacing filters and thermostat adjustment.
- Operate a vehicle for service calls.
- Estimate time and repair costs as required.
- Conduct routine inspections and daily and weekly resident hall inspections.
- Seek the assistance of and cooperate with other Trades staff in repair and maintenance procedures using sound maintenance procedures. Relate in a positive and helpful way to others and recognize that patience, quality of work, customer service skills, appearance, attitude and language directly affect others and reflect upon the department as a whole. Must be able to work independently and take initiative.
- 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 workforce in actions, words and deeds.
- Assist other maintenance staff as required.
- Other duties as assigned

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. The employee must successfully complete a post-offer, a 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 and 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 adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works near moving mechanical parts and in high, precarious places and is regularly exposed to wet and/or humid conditions. The employee frequently works in outside weather conditions and is frequently exposed to risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold and extreme heat. The noise level in the work environment is usually moderate.

**Reports to:** Trades Manager

**\* Anticipated Hiring Range:** \$17.00/hr - \$ 21.84/hr

*\* The pay range posted for this job opening reflects what Westmont College reasonably expects to pay for this position at the time of posting. Actual compensation will vary based on relevant factors such as work experience, education, training, skill level, and market conditions.*