

General Maintenance



Department: Facilities

Type: Staff, Full-time

Function:

Maintains campus and is prepared to assist all maintenance departments—carpenter shop, painting, mechanical shop, custodial, grounds and deliveries.

Responsibilities:

Carpenter Shop

- Constructs, erects, installs and repairs structures and fixtures of wood, plywood, wallboard, brick, masonry, tile and concrete using carpenter's hand tools and power tools, in compliance with local building codes. Work involves structures/fixtures such as roofs, tiles, window frames, air vent frames, cabinets, ceiling tiles, countertops, glass, blinds, screens, doors, door hardware, subfloors, floors, molding, benches, playground equipment, stairs, bleachers, walls, manhole masonry, shelves, paneling, etc.

Painting

- Arranges and assembles scaffolding units and/or ladders at the site.
- Cleans brushes, rollers and equipment by using soap or other solvents. Leaves work area clean and orderly.
- Follows safety procedures in the use and disposal of hazardous materials, and the use of personal protective equipment.

Prepares surfaces for painting/coating by:

- patching plaster/drywall.
- finishing drywall.
- pressure cleaning.
- sanding, scraping, or using other methods to remove peeling paint or material adhering to surfaces.
- cut glass and install sealing/caulking/glazing of windows.
- using cleaning solutions to clean surfaces or to remove old finishes.
- placing drop cloths over shrubbery, furniture or floors.

Mechanical Shop

- Assists mechanical shop in cleaning coils, changing filters, lubricating parts, replacing belts, repairing leaks, logging maintenance records, plumbing, sewer, fire safety, boilers, electrical, changing light bulbs and batteries, etc.

Custodial

- Maintains overall appearance of campus.
- Cleaning and disinfecting showers, sinks, drains, toilets, dusting, emptying trash, supplying paper products and soap, sweeping, vacuuming, mopping and set-up and breakdown for events, emptying recycling bins, etc.

Grounds

- Maintains turf by riding mowers and push mowers, edging, trimming with hand-held tools. Removes trash and limbs, cuts trees with chain saw, landscaping. Drive 18,000-pound truck with stick shift. Removal of leaves with leaf blowers and rakes. Removal of snow with tractors and shovels, etc.

Education/Skill Requirements:

- High school diploma or GED with 1-2 years' experience in related field
- Ability to read e-mail or be trained on computer.
- Ability to read and understand instructions for the safe use of machinery, tools and Material Safety Data Sheets (M.S.D.S.).
- Valid Missouri vehicle operators permit and be able to drive manual transmission.
- Knowledge of safe work practices

Stephens College offers excellent benefits including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and college paid pension plan.

To apply:

Complete an on-line [Stephens College application](#).

Or in person at Human Resources Office at 1215 E Broadway, Columbia, MO.

The successful candidate must pass a criminal background check.

EOE A diverse community on campus is valued

Smoke Free Campus