

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Student Maintenance Assistant

DEPARTMENT: Facilities Services

DATE: March 14, 2014

SCHEDULE: Flexible

FLSA: Non-Exempt

REPORTING SUPERVISOR: Director of Facilities Services

JOB FUNCTION:

Supports the Physical Plant as a general maintenance/grounds helper. Uses college-provided vehicle and equipment to assist maintenance and grounds personnel as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	55%	Daily	Assist maintenance and grounds personnel with their various duties as needs dictate.
2.	20%	Monthly	Driving college-provided vehicle to pick up mail at post office and deliver to various campus locations.
3.	15%	Daily	Miscellaneous shop clean-up work.
4.	5%	Weekly	Assist in moving equipment and furniture as assigned.
5.	5%	Seasonal	Assist with recycling in summer.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to be punctual and dependable.
2. Ability to accept responsibility for the security of equipment, supplies, and keys.
3. Must possess a legal driver's license and have the ability to drive a standard transmission vehicle.
4. Ability to learn how to use various grounds and maintenance equipment, including a fork truck.
5. Ability to courteously use telephone and radio.
6. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
7. Must have a completed FAFSA on file with the Financial Aid Department for the current academic year.

WORK CONDITIONS:

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 is regularly exposed to high, precarious places. The employee is frequently exposed to toxic or caustic chemicals. The noise level in the work environment is usually loud.

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. 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; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.