



# **BENNETT COLLEGE**

## **Job Posting**

**Title: Executive** General Maintenance 1

**Date of Posting:** 04/08/2022

**Closing Date:** Until Filled

**Department:** Facilities

**Reports To:** Director, Campus Operations

### **GENERAL SUMMARY:**

The General Maintenance Worker will paint, repair flooring, and work on plumbing, electrical, and air-conditioning and heating systems under the supervision of General Maintenance 2 personnel. In the event of an emergency he/she may be called to support necessary tasks in association with that emergency.

### **ESSENTIAL JOB FUNCTIONS:**

- Perform maintenance service or repairs in one or more skill areas, including minor plumbing, carpentry, painting and plastering
- Assembling furniture and assisting with office relocation
- Performs tasks such as but not limited to changing light bulbs, installing paper dispenser units, changing filters, changing locks on doors, minor decorative maintenance and other tasks not requiring a licensed skilled trades person or journeyman.
- Identifies and corrects unsafe working conditions with management oversight.
- Complies with all College safety risk management policies and procedures.
- Reports all accidents and injuries in a timely manner.

- Participates in regular safety meetings, safety training and hazard assessments.
- Performs all work in accordance with established safety procedures.
- May perform snow removal and other grounds keeping activities.
- May be required to assist with special events.
- May drive a cart or other vehicle.
- Assists skilled trade workers in one or more areas performing specific or standard duties to learn new skills as required for advancement and certification.
- May be required to utilize basic cleaning and other chemicals.
- Perform other duties and responsibilities as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to present self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Ability to maintain a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers and client representatives.
- Must have basic phone and computer skills (email, texting, etc.).
- Good attention to detail.
- Ability to work well under pressure.
- Excellent oral and written communication skills.
- Ability to work well alone and in a team.

### **EDUCATION AND EXPERIENCE:**

#### **Required:**

- High School diploma, GED or equivalent experience preferred.
- 2 or more years of related experience.
- A valid driver's license is required.

#### **Preferred:**

- 3 or more years' experience of general facilities maintenance

## **HOW TO APPLY:**

Interested candidates should submit a complete applicant packet, which includes the following documents:

- online application for employment (found at [www.bennett.edu](http://www.bennett.edu))
  - click on "Quick Links" at the top of the home page
  - click on "Employment Opportunities"
  - click on "Click Here to Apply" and follow the instructions

The following are **required documents** to be attached to your application:

- cover letter
- resume
- unofficial transcripts from every college and university attended
  - official transcripts are required if an offer of employment is accepted

**ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED  
NO PHONE CALLS PLEASE!**

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.