



## **JOB DESCRIPTION- GENERAL MAINTENANCE**

### **General Description/Primary Purpose:**

The General Maintenance Worker is responsible for performing a variety of maintenance tasks to ensure that the facilities are kept in good condition. Duties include repairs, preventive maintenance, and installations, ensuring that the building and equipment are functional, safe, and clean.

**Classification:** Part Time, Non- Exempt Staff

**Salary:** Commensurate with qualifications, education and experience.

**Appointment:** 12-month appointment

### **Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

### **Description of Job Duties:**

1. Arranges furniture and equipment for special events.
2. Assists maintenance workers with projects (e.g. transporting and/or securing materials, completing specific tasks, etc.) for the purpose of completing projects in a safe, efficient manner.
3. Cleans college buildings and grounds areas as needed and/or assigned for the purpose of providing an effective working/learning environment, preventing damage and/or limiting liability exposure.

4. Coordinates with skilled tradesmen and/or assigned supervisor(s) for the purpose of completing projects and work orders efficiently.
5. Installs system component parts, classroom and office equipment and facility components (e.g. lighting, heating and ventilating systems, alarms, plumbing, security, electrical panels, etc.) for the purpose of providing a safe and workable environment.
6. Maintains assigned vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
7. Participate in meetings, workshops, and training as needed.
8. Performs a wide variety of general and semiskilled maintenance activities (e.g. carpentry, painting, electrical, etc.) for the purpose of completing projects within established time frames.
9. Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
10. Repairs furniture and building system components for the purpose of ensuring a safe working condition.
11. Responds to emergency situations during/after hours for the purpose of resolving immediate needs.
12. Transport tools, equipment and supplies for the purpose of ensuring the availability of materials required at the job site.
13. Give instructions in the operation and care of various equipment and controls to end-users.
14. Attend meetings, seminars, classes, etc. to keep up-to-date with areas of responsibility.
15. When a job is completed, clean the area in which the work was performed.
16. Write repair work-order tickets, and document work performed.
17. Serve on campus-wide committees as needed..
18. Accept other duties as assigned.
19. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests

20. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.

**Required Knowledge, Skills, and Abilities:**

Individual must possess the following knowledge, skills, and abilities or be able to explain and/or demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, by using some other combination of skills and abilities.

- Demonstrate a positive attitude, and be able to work toward common goals in the maintenance unit.
- Show initiative and concern for the quality of work.
- Ability to analyze the job to be done and to complete the job without constant supervision.
- Must be willing to work hours other than 8:00 a.m. to 5:00 p.m., when necessary.
- Must have an appreciation for the comprehensive, two-year college philosophy and recognize that we are all here to serve students.
- Must be willing to work with and set an example for student workers.
- Must recognize that the maintenance of our campus is essential to the public image, not only to the students and employees at our institution, but also to guests on our campus who form first and lasting impressions of our institution by the appearance of our grounds and buildings.
- Ability to effectively communicate and work productively with administrators, faculty, staff, and students.
- Must be able to demonstrate experience of, or training in, working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.

**Other Ergonomic requirements:**

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. All individuals are required to be able to perform these movements without a significant risk of injury, or to otherwise demonstrate or explain how they can perform the essential functions listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Operating, troubleshooting, maintaining, and repairing the various types of equipment encountered in this position requires employees to reach, bend, lift, stoop, crouch, scoot, sit, stand, and to climb or balance. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. Specific vision abilities required by this job include close vision, distance vision, color 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. While performing the duties of this job, the employee regularly works near moving mechanical parts and is exposed to risk of electrical shock. The employee occasionally must work in high, precarious places and in outside weather conditions. The noise level in the work environment is usually moderate.

### **Hours:**

Tuesday-Thursday, 7:00 a.m. to 4:00 p.m. and Friday, 7:00 a.m.- 12 noon (29 hour work week), but be willing to work outside of normal work hours and be on call for emergencies. A flex schedule may be utilized if the area supervisor finds it necessary for the functionality of the department.

Compensation time can be used if approved by the supervisor and the area Vice President in advance, per MSC policies and procedures.

### **Qualifications Standards:**

- 1. Minimum Education:** High school diploma or equivalent. Associate degree or technician certification preferred.
- 2. Minimum Experience:** One-year related experience and/or training in a similar environment. Experience with basic maintenance and repair procedures necessary for maintenance functions is preferred.
- 3. Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
- 4. Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.

5. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check

**Application Process:**

1. Letter of application.
2. Resume.
3. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form **Submit Application to:**

Human Resource Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, OK 73460

MSCemployment@mscok.edu

**Application Deadline:**

Position will be filled when an acceptable candidate is identified.

**MSC participates in E-Verify.**

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.