



Adrian College

Position Title:

Maintenance II

Work Schedule:

Full-time; year-round; Monday through Friday 7:00am – 3:30pm.; some evening and weekend work may be required.

Duties include, but are not limited to:

- Frame walls (metal and wood), hang and finish drywall
- Repair screens, windows, and wood trim/doors located in buildings across campus
- Assist with roof repairs and basic heating and cooling repairs
- Troubleshoot and repair interior plumbing issues (toilets, drains, etc.) and assist with exterior plumbing issues such as water main repairs
- Perform preventive maintenance inspections on equipment
- Prepare records and service reports of job time and materials expended
- Assist with snow removal and salting sidewalks as needed
- Perform other duties as assigned

Minimum Requirements:

- High school diploma
- Valid operator license
- Must be able to read and follow blueprints
- Must possess basic computer skills
- Considerable knowledge of the methods, materials, tools, equipment, occupational hazards, and safety precautions concerning maintenance
- Must be able to frequently lift up to 75 pounds, must be able to climb and work from ladders and scaffolding; must also be able to lift, bend, stand, and use arms and hands; must be able to work outdoors in a variety of weather conditions.

Physical Requirements:

- **Manual Dexterity:** Sufficient hand-eye coordination and motor skills to operate hand and power tools, perform basic repairs, and complete routine maintenance tasks
- **Visual Acuity:** The ability to clearly see to identify maintenance issues, read work orders, labels, and equipment instructions, and ensure a safe work environment
- **Heavy Lifting:** The ability to lift up to **50 lbs.**
- **Reaching & Bending:** Frequent bending, stooping, kneeling, climbing, and reaching overhead to perform a wide range of maintenance and repair tasks
- **Noise Levels:** The ability to work in environments with varying noise levels and conditions, including exposure to equipment noise, dust, chemicals, and changing indoor and outdoor environments

The requirements listed above (minimum and physical) are representative of the knowledge, skill, and/or ability required.

Desired Qualifications:

- Knowledge of campus layout and buildings is preferred
- Knowledge of College policies and procedures
- Ability to establish priorities, work independently and proceed with objectives with limited supervision.
- Ability to work well under pressure and meet deadlines as required.

- The successful candidate will be self-motivated, reliable, flexible and able to adapt to changes, will possess strong interpersonal skills and the ability to work well with individuals at all levels of the organization.

Interested individuals should submit a cover letter and resume to the Facilities Director, Chris Stiver at cstiver@adrian.edu.

Applications will be accepted and reviewed until the position is filled

Adrian College is an Equal Employment Opportunity Employer. If offered a position, the finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

A private, co-educational college of liberal arts and sciences related to the United Methodist Church, Adrian College is a traditional four-year residential institution offering a focused undergraduate and graduate education. The College offers a multitude of majors and pre-professional programs including certifications, approximately 50 athletic teams, and multiple institutes dedicated to a diverse and personalized approach to education. Adrian College features state-of-the-art facilities, small class sizes and an innovative approach to the academic and personal growth of its students.

U.S. News & World Report has recognized and ranked Adrian College as a ‘Best Regional College for Undergraduate Teaching’ and ‘Most Innovative’. Adrian also received accolades as a “Best Value” school. The College landed on the list of Best Value schools in the Midwest region for multiple years running and has also been recognized as having ‘A Focus on Student Success’; a new section in college rankings. Adrian College is located in Southeast Michigan, about 45 minutes from Ann Arbor and Toledo.