Amherst College  
Office of Human Resources  

JOB DESCRIPTION

Title: Building Trades Maintenance Worker

Department: Facilities  
Reports to title: Building Trades Supervisor

Full Time: X  
Part Time:  
Date Prepared: April 3, 2019

Job Group & Level: AO-3  
Regular Daily Work Schedule: 7 AM to 3:30 PM

Pay Type: Weekly X  
Monthly  
Months Per Year: 12  
Hours Per Week: 40  
(Summer Months)  
Months Per Year:  
Hours Per Week:

1. Summary of Position:

The Building Trades Maintenance Worker assists the carpenters and painters in the maintenance and repair of campus buildings and structures to ensure a safe and secure environment for all campus residents and employees, as well as maintain safe egress and ingress to buildings. Some tasks may be performed independently. Additional responsibilities include the installation of artwork, banners, signs and plaques, and participation in event set-ups including staging chairs and tables.

The position is designated as providing essential services and may be required to report to work, or remain on duty even when the College is closed. In addition, must respond to emergency calls and be available for call-ins on nights and weekends as well as scheduled events.

Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

60% Maintenance and Repair

- Assist in the inspection, repair, installation, modification, rebuilding, construction and maintenance of woodwork, masonry, roofing, doors, railings, porches, stairs, patios, walkways, and plaster and drywall, locks and hardware, etc.
- Fix and repair storm windows, broken windows, insect and security screens, and other glaze and glass work
- Locate and eliminate entry points for pests including bats, squirrels, mice, bees, wasps, and ants.
- Repair bathroom partitions
- Respond to emergencies including floods, roof leaks, broken windows and screens, etc.
- Assist other trade shops with opening walls and ceilings, and closing them

20% Campus Support
- Set up and prepare for special functions including staging, putting up banners and signs, etc.
- Move contents of offices including books, desks, tables, etc.
- Install paper towel dispensers, toilet paper hangers, soap dispensers, and waste containers and dispensers
- Build and install new bookshelves and cases

15% Painting
- Prepare and paint interior and some exterior finishes

5% Performs other duties and functions as requested

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. **Internal-External Interaction/Communication:**

Straightforward operational interactions/communications such as providing, obtaining and receiving information.

Develop and maintain working relationships with students, faculty and staff.

4. **Education:** (include certifications and licenses)

**Required:**
- High school diploma or equivalent
- A valid driver’s license and successful credentialing is required to operate college vehicles

**Preferred:**
- Vocational School Diploma

5. **Experience:** (List specific skills necessary to perform this job)

**Required:**
- 1-3 years of maintenance experience
- Basic carpentry and/or construction skills
- Attention to detail
- Good written and verbal communication, organizational, time management and problem solving skills
- Able to work evenings and weekends as needed including emergencies
- An acceptable criminal offender records information (CORI) check
- Successful completion of a pre-employment physical/lift test

**Preferred:**
- 1-3 years of carpentry experience
6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

   Repetitive motions including hands, wrists, fingers, and arms; lift, carry, push and pull 35 pounds and occasionally lift, carry, push and pull up to 60 pounds. Normal and close visual concentration/manual dexterity. Kneeling, bending, crouching, reaching, standing, walking, ascending/descending stairs, ladders, scaffolding. Exposure to fluctuations in temperature and weather conditions. Exposure to paint, cleaning products and other construction related chemicals.

7. **Decision Making:**

   Some choice of action where routine tasks are done within established guidelines. Decisions and actions are usually reviewed regularly by supervisor. Objectives are established by supervisor.

8. **Supervision Exercised/Received:**

   Under the direction of the Building Trades Supervisor, the position will have moderate supervision.

   Supervisory Responsibility:   Yes   ____   No   X   ____

   Number of Employees Supervised:  ______