



MARQUETTE UNIVERSITY HIGH SCHOOL

Job Title: *Maintenance Team Member (Full-time) (12:00 pm – 8:00 pm)*

Job Start Date:

Application Closing Date: *until filled*

FLSA Status: *Hourly*

SUMMARY OF THE POSITION:

Assist the Building Engineer. Perform general maintenance and HVAC-related tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform mechanical repairs.
2. Attend to electrical and plumbing problems such as replacing light bulbs, ballasts, replacing faucet washers, cleaning traps, and snaking drains.
3. Assist in HVAC repairs, coil cleaning, trouble shooting, cleaning boilers.
4. Prepare and paint walls and trim. Repair and patch drywall.
5. Pick up repair parts and items from hardware, locksmith, etc. using MUHS vehicles. As condition of employment, must maintain a satisfactory driving record as determined by MUHS's insurance provider.
6. Move furniture and accommodate school personnel during functions.
7. Monitor boilers.
8. Load and unload delivery trucks.

QUALIFICATIONS:

General mechanical ability with some experience in HVAC, refrigeration, boilers, electrical, and plumbing. Experience using power and hand tools. Physically able to climb ladders up to 35-foot high. Able to lift 50-60 pounds, and climb multiple stories of stairs.

SUPERVISION RECEIVED:

Reports to the Director of Facilities and Maintenance

TERMS OF EMPLOYMENT:

This is a 12-month full-time position. It may require occasional evening and/or weekend work. It involves frequent bending, lifting and repetitive motion and some use of computers and office equipment.

WORKING ENVIRONMENT:

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

How to apply: If you are interested, please email your cover letter and resume to Sara Christensen, Human Resources Manager, at christensen@muhs.edu