



JOB DESCRIPTION:	General Maintenance Assistant		
DEPARTMENT:	Facilities & Operations		
REPORT TO:	Manager of Facilities & Maintenance		
EEO CLASSIFICATION:	Laborers/Helpers	FLSA STATUS:	Non-Exempt
CUPA HR CLASSIFICATION:	811000	DATE APPROVED:	14-APR-2021
		DATE MODIFIED:	28-MAY-2025

SUMMARY: Maintain all facilities, buildings, and equipment throughout the University.

DUTIES:

1. Assists with the installation, maintenance, and/or repairs of floors, doors, walls, windows, stairwells, furniture, and roofs.
2. Performs minor repairs where indicated through visual inspection as well as submitted work orders.
3. Performs monthly inspection of the University's fire extinguishers and emergency lighting throughout the campus.
4. Assists with the overall operation of the campus motor pool fleet system and the provision of automotive maintenance and repair services for university vehicles.
5. Assists with event set-ups and furniture moving, which includes lifting, carrying and transporting chairs, tables, desks, and other items of furniture.
6. Performs other duties as assigned.

REQUIREMENTS:

1. **Education/Background:** High School Diploma or GED equivalent or 6 months experience in general building or construction or 2 years of full-time work in general building or construction. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of the safe and proper use and operation of all tools, machinery, and equipment of the various trades including plumbing, carpentry, electrical, and masonry. Knowledge of the safe and proper handling of hazardous materials. Knowledge of the safety practices in the operation of electrical and mechanical equipment. Knowledge of federal, state, and local environmental regulations, rules, and statutes. Knowledge of all applicable building codes, OSHA, and EPA regulations. Skill in performing a variety of skilled tasks. Skill in following oral and written instructions, policies, and procedures. Skill in working in an environment subject to changing priorities and scheduling constraints. Skill in performing a variety of preventive maintenance and repair work in a variety of environmental conditions, on ladders, and in cramped locations. Skill in establishing and maintaining effective working relationships with student, faculty, staff members, and local suppliers and vendors.
1. **Working Conditions/Physical Demands** (With or Without Accommodations): This position is part of a collective bargaining unit upon completion of the 90-day trial period. This is an essential services position. The incumbent is required to respond after hours during emergencies and report to work for regular assigned shift during emergency campus closures. Multiple outside grounds environment. Travel within the community and other WNMU sites. May be required to lift equipment and materials on a constant basis. Must be able to stoop, bend, squat, sit on floor and ambulate over uneven floor surfaces including stairs and steps in construction sites. Must be able to visually and auditory assess situations to insure safety. Must be able to climb ladder and work in restricted work spaces. Must be able to follow all safety protocols. This position requires

mostly work outside during all seasons. Work involves exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. May be required to work additional hours or days depending on circumstances.

2. Other requirements:

- a. Requires a valid driver's license.
- b. Required to complete Defensive Driving Course within 2 months.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)