



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

UTILITY WORKER (PART-TIME)

CONFERENCE & FACILITY SERVICES

POSITION REFERENCE NUMBER: 11053-139

GENERAL FUNCTION

The position performs manual work in the custodial care of University buildings and parking facilities. In addition, incumbents will be required to provide support for University athletic events, as well as other events as required. Work is performed under the general supervision of the Assistant Director of Facility Services.

This is a part-time position not eligible for University benefits. Work hours are limited to 950 per calendar year and less than 29 hours per week on a regular basis

RESPONSIBILITIES

1. Ability to perform manual work to support events and the custodial care of University buildings and parking facilities.
2. Perform custodial duties for campus building entrances, conference and event facilities and other venues.
3. Set up/tear down of event equipment and provide event support.
4. Collect/dispose of refuse and waste materials from University facilities.
5. This position will need to drive on behalf of the University.

Other Job Responsibilities:

1. Operate equipment to strip, scrub, wax and refinish floors; clean carpets and upholstery; wash windows, door frames and walls; perform light maintenance duties and provide event support; snow removal; and related work as required.

MINIMUM QUALIFICATIONS

1. High school diploma or GED required.
2. Valid driver's license.
3. Ability to drive vehicles with standard transmission.
4. Ability to work a flexible schedule, any shift at all campus locations, and report to work during any University closings.
5. Ability to work in all weather types.



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OTHER INFORMATION

Exemption Status: Non-Exempt

Post Date: September 11, 2017

HOW TO APPLY

Submit a letter of interest and an attached resume to jobs@rmu.edu. To ensure proper processing, applicants must use the following subject line format:

First Name Last Name – Position Reference Number

Example: Bob Morris - 123456

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