



ANDERSON UNIVERSITY

Office of Work Life Engagement

POSITION ANNOUNCEMENT

Position: General Maintenance Worker

Department: Physical Plant

Reports to: General Craftsman - Lead

Responsibilities: Assists with performing general maintenance functions, including carpentry/painting work, grounds/landscaping work, and other general maintenance functions. Maintain the campus in an attractive, modern and functional manner at a reasonable cost.

Carpentry: Assist in maintaining interior systems. Assists with special projects. **Painting:** Assists with preparing and painting interior and exterior as needed to result in quality wall finish.

Grounds/Landscaping: Assists in maintaining grounds, providing overall lawn care, snow removal, and preventative maintenance and other repairs of grounds keeping equipment. **General:** Assist other Physical Plant areas with tasks such as general building maintenance, general repair work, preventative maintenance, moving, etc. And other duties as assigned.

Qualifications:

High school diploma. Minimum 1 year of similar experience required. Must have basic trades knowledge and experience; prior trade school or classes desirable. Must have a valid Indiana driver's license. Must have ability to use and knowledge of standard tools and equipment common to the trades areas listed above. Work requires the ability to regularly lift up to 50 pounds, walk, stand, bend, crawl, and climb ladders. Must have good verbal skills to effectively communicate with campus community and outside contractors in order to accomplish assigned work. Must have ability to use online technology to receive and respond to electronic work orders. Must have written communication skills to place orders, generate work orders, communicate via email as needed. Must meet Anderson University lifestyle expectations.

Benefits: Full time 100% FTE position eligible for University Benefits.

Position Available: Immediately

Qualified and interested candidates should submit a letter of interest, resume and [employment application](#) to staffjobs@anderson.edu. Persons with an application on file or qualified university employees may submit a letter of interest to staffjobs@anderson.edu. Current employees are also expected to notify their supervisor of interest in this position.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.