

**MURRAY STATE COLLEGE**  
**Tishomingo-Ardmore, OK**

**Job Description**

**GENERAL MAINTENANCE**

**Classification:** Full-Time, Professional Staff

**Salary:** Salary commensurate with experience and qualifications. Full fringe benefits are included as part of the salary package

**Appointment:** 12-month appointment

**Purpose Statement:**

The job of General Maintenance employee was established for the purpose/s of providing maintenance services as needed and/or assigned; assisting in a wide variety of maintenance activities; addressing immediate operational and/or safety concerns; assisting skilled trades; and ensuring that tools, materials and vehicles are maintained in good working order and are available at job site when needed.

**Essential Job Functions:**

1. Arranges furniture and equipment for the purpose of providing adequate preparations for special events.
2. Assists maintenance workers with projects (e.g. transporting and/or securing materials, completing specific tasks, etc.) for the purpose of completing projects in a safe, efficient manner.
3. Cleans College buildings and grounds areas as needed and/or assigned for the purpose of providing an effective working/learning environment, preventing damage and/or limiting liability exposure.
4. Coordinates with skilled tradesmen and/or assigned supervisor(s) for the purpose of completing projects and work orders efficiently.
5. Installs system component parts, classroom and office equipment and facility components (e.g. lighting, heating and ventilating systems, alarms, plumbing, security, electrical panels, etc.) for the purpose of providing a safe and workable environment.
6. Maintains assigned vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
7. Participate in meetings, workshops, and trainings as needed.
8. Performs a wide variety of general and semiskilled maintenance activities (e.g. carpentry, painting, electrical, etc.) for the purpose of completing projects within established time frames.

9. Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
10. Repair furniture and building system components for the purpose of ensuring a safe working condition.
11. Responds to emergency situations during/after hours for the purpose of resolving immediate needs.
12. Transports tools, equipment, and supplies for the purpose of ensuring the availability of materials required at job site.
13. Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
14. Willingness to accept other duties as assigned.
15. Give instructions in the operation and care of various equipment and controls to end-users.
16. Attend meetings, seminars, classes, etc. to keep up-to-date with areas of responsibility.
17. When a job is completed, clean the area in which the work was performed.
18. Write repair work-order tickets, and document work performed.
19. Serve on campus-wide committees as needed.

**Required Knowledge, Skills, and Abilities:**

Skills are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in skills trades, power and hand tools etc.; adhering to safety practices, handling hazardous materials; and planning and managing projects.

Knowledge is required to read from manuals, write documents following prescribed formats, and/or present information to others; and understanding complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: standard methods, materials and tools used in assigned skilled trade; and safety practices and procedures.

Ability is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; developing effective working relationships; displaying mechanical aptitude; working under time constraints; and complying with OSHA regulations.

Individuals must possess the knowledge, skills, and abilities listed below or be able to explain and/or demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, by using some other combination of skills and abilities.

1. Demonstrate a positive attitude and be able to work toward common goals in the maintenance unit.
2. Show initiative and concern for the quality of work.
3. Ability to analyze the job to be done and to complete the job without constant supervision.
4. Must be willing to work hours other than 8:00 a.m. to 5:00 p.m., when necessary.
5. Must have an appreciation for the comprehensive, two-year college philosophy and recognize that we are all here to serve students.
6. Must be willing to work with and set an example for student workers.
7. Must recognize that the maintenance of our campus is essential to the public image, not only to the students and employees at our institution, but also to guests on our campus who form first and lasting impressions of our institution by the appearance of our grounds and buildings.
8. Ability to effectively communicate and work productively with administrators, faculty, staff, and students.
9. Must be able to demonstrate experience of, or training in, working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.

**Supervisory Responsibilities:**

Supervise contractors and other seasonal maintenance employees as needed. Supervise student workers. Carry out supervisory responsibilities in accordance with the college's policies and applicable laws. Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; disciplining and rewarding employees; and addressing complaints and resolving problems.

**Other Ergonomic Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. All individuals are required to be able to perform these movements without a significant risk of injury, or to otherwise demonstrate or explain how they can perform the essential functions listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Operating, troubleshooting, maintaining, and repairing the various types of equipment encountered in this position requires employees to reach, bend, lift, stoop, crouch, scoot, sit, stand, and to climb or balance. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

## **Qualification Standards:**

**Education:** Required-High school diploma or equivalent  
Preferred-Associate degree or equivalent training in maintenance

**Experience:** Required-Minimum one-year related experience and/or training in similar environment.  
Preferred-Experience with basic maintenance and repair procedures necessary for maintenance functions

**Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times.

**Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.

**Hours:** Must be willing to work hours other than 8:00 a.m. to 5:00 p.m., as necessary, and to be on call for emergencies. (Typical 40-hour workweek.)

**Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

## **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works near moving mechanical parts and is exposed to risk of electrical shock. The employee occasionally must work in high, precarious places and in outside weather conditions. The noise level in the work environment is usually moderate.

NIMS General Role Training is required for this position. Please log on to the FEMA website at: <http://www.fema.gov/training-0#item1> to complete your training online. Once completed you may provide a copy to the Office of Human Resources: IS-100.HE and IS-700.a

**Application Process:** Applicants must submit the following:

1. Letter of application
2. Résumé, including three references
3. College transcript(s) and copies of license(s) and certification(s)
4. Completed MSC employment application

## **Mail or deliver application to:**

Human Resources Office  
Murray State College  
One Murray Campus  
Tishomingo, Oklahoma 73460

**Application Deadline:** Review of applications will begin immediately and continue until filled.

MSC participates in E-Verify

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**MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL  
OPPORTUNITY EMPLOYER**

*Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and education services.*

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