Peru State College

Student, Part-Time, and/or Temporary Employment

Job Description

Title: Maintenance/Grounds/Automotive Worker I

Purpose: Perform maintenance and grounds keeping tasks for the upkeep and repair of college-owned properties.

Duties and Responsibilities: Assist with basic and preventive maintenance functions in buildings and equipment, which may include basic assistance with plumbing, carpentry, and painting tasks; grounds keeping; automotive fleet cleaning and minor repair assignments.

Performance of duties may require the operation of equipment.

The preceding is a brief general description of the duties and responsibilities associated with this position, and may be subject to modification by the supervisor.

Preferred Qualifications: Ability to follow instructions and learn repetitive tasks quickly; knowledge of methods, practices, tools, equipment and materials helpful; knowledge of safety hazards and precautionary methods also beneficial.

Wage Rate: Wage rates are listed on the current job title and pay scale table. Please visit with the Director of Financial Aid for specific information.

Dates of Employment: Dates of employment will generally conform to the beginning and ending dates of the academic term, or in certain instances will be determined by the Director of Financial Aid.

Supervision: Supervision will be provided by the director/supervisor of the area to which the worker is assigned, or by said individual’s designee.