



JOB DESCRIPTION

TITLE:	Maintenance Associate
STATUS:	Full-Time, Non-Exempt, 35 Hours Per Week On Call for Emergencies (Evenings & Weekends)
HOURLY RATE:	\$24/hour
BENEFITS:	Eligible
REPORTS TO:	Maintenance Manager

Position Summary:

Manor College is seeking a highly skilled individual to join the Facilities Team as a **Full-Time, Maintenance Associate**. This role is crucial for maintaining the functionality, safety, and aesthetic quality of our campus, which includes academic buildings, administrative offices, dorms and common areas. The ideal candidate must be a skilled craftsman with knowledge of carpentry, electrician, master painter, groundsperson and HVAC. The Maintenance Associate is capable of working independently or as a team to address general maintenance and repair needs in a supportive educational environment. You are expected to immediately address operational and/or safety concerns, ensure that tools and materials are maintained in good working order and are available at job sites when needed. A valid driving license is required for picking up and delivering materials. This position reports directly to the Maintenance Manager.

Responsibilities Include:

- Perform routine and preventative maintenance tasks in classrooms, labs, offices, and dormitories.
- Execute minor repairs such as patching and painting walls, replacing light fixtures and ballasts, repairing door hardware, and fixing basic plumbing issues (e.g., leaky faucets, toilet repairs).
- Participate in mandatory and routine Structured Safety Training for team members, covering topics such as PPE usage, ladder safety, chemical handling, and lockout/tagout procedures.
- Install and assemble furniture, shelving, and fixtures as needed for administrative and academic spaces.
- Respond promptly to and complete work orders related to general maintenance issues across campus; Secure work areas to ensure safety of personnel and property; Assess on-site conditions and determine appropriate actions.
- Perform assigned tasks safely, efficiently, and in compliance with procedures
- Assist with the setup and teardown for campus events, meetings, and special functions (e.g., setting up tables and chairs, moving equipment).

- Provide support during campus emergencies or inclement weather (e.g., minor snow/ice removal around entryways, minor clean-up).
- Conduct basic facility checks to ensure safety compliance and identify potential hazards in public areas and hallways.
- Maintain the security of assigned tools and equipment, ensuring the maintenance shop and storage areas are clean, organized, and compliant with OSHA standards.
- Ensure all work is performed with minimal disruption to students and faculty, adhering to campus safety and privacy policies.
- Communicate effectively with college staff to provide updates on work order status.
- Promote and uphold Manor's Catholic Basilian Mission.
- Comply with the Policies and Procedures of Manor College.
- Performs other duties as assigned by the Maintenance Manager or Vice President of Finance and Facilities.

Qualifications

- High School Diploma or GED.
- Certified Trade School, ie: certifications (e.g., HVAC certification, Carpentry or Electrical Licenses).
- 3-5 Years of experience in general maintenance environment, carpentry, plumbing, construction, grounds and or or a related field.
- Demonstrated ability to perform basic carpentry, plumbing, and electrical repairs.
- Knowledge and experience operating equipment used in skilled trades, power and hand tools, etc. using a wide range of hand and power tools (drills, saws, etc).
- Problem-Solving: A "fix-it" mentality with the ability to diagnose issues quickly.
- Communication skills (oral and written) and confidence in conveying information to all types of members of the community, including administrators, staff, faculty and students.
- Basic Computer Skills.
- Demonstrates good judgment and dependability.
- Adherence to safety practices and handling hazardous materials
- Ability to work independently and manage time effectively to prioritize multiple maintenance requests.
- Valid Driver's License is required.

Work Environment and Physical Requirements

- **On-Call:** Occasional weekend or evening "on-call" hours may be required for emergencies.
- **Settings:** Indoor and outdoor environments in varying weather conditions
- Requires prolonged standing, walking, climbing, stooping, crawling, twisting and squatting on a constant basis.
- Ability to lift up to 50 lbs, climb ladders, and stand for extended periods.
- Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
- Must work in a hot, humid environment; Must work in a cold, or below zero environment
- Work in wide variety of environments as found in all areas of the College

To Apply: Please submit a cover letter and resume to jobs@manor.edu.

Confidential screening of applications will continue until the position is filled.

Additional Information: Background checks will be completed as required by law and Manor College's policies and procedures.

Equal Opportunity Statement: Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service or any other status protected by law.