

C O L L E G E O F  
**SAINT MARY**

## **General Maintenance**

**College of Saint Mary is seeking candidates for a General Maintenance position.** This position performs maintenance and repair work on a variety of campus systems including HVAC, plumbing, basic electrical, and general maintenance of a 65+ acre campus containing 12 buildings.

### **Our Ideal Candidate's Education and Experience Include:**

- High school diploma or equivalent required.
- Must have the ability to lift and carry items weighing 50 pounds.
- Must have a valid U.S. driver's license.
- Minimum of two years of facilities maintenance experience preferred.
- Trade school certificate/diploma preferred.
- Progressive Building maintenance and construction trade experience is preferred.
- Ability to study for and obtain engineers certifications.
- Chemical applicator certification preferred but not required.

### **Responsibilities for This Position Include:**

- Perform general plumbing repairs including sink, toilet, and fixture replacement
- Complete light electrical work such as replacing switches, receptacles, and lighting fixtures
- Perform carpentry, drywall, and light construction repairs
- Perform painting, finishing, and surface preparation work across campus buildings
- Maintain campus grounds including mowing, trimming, pruning, bed preparation, trash removal, and seasonal landscaping
- Respond to work order requests and proactively identify maintenance needs
- Remove snow and apply salt during winter conditions
- Responsibility for room setups and event support
- Responsibility for exterior grounds maintenance tasks including mowing, trimming, litter removal, seasonal landscaping support, and athletic field preparation as operational needs require
- Operate tools, equipment, and small machinery safely and effectively
- Maintain compliance with safety standards and institutional policies

### **Why You Want to Be on This Team:**

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

### **Application**

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [General Maintenance](#)

*College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*