

## **Moore College of Art and Design Job Posting**

**Status:** Non-Exempt

**Position:** Maintenance Mechanic 1

**Reports to:** Director of Campus Operations

**About Moore:** Moore College of Art & Design is a historically all-women's undergraduate college that has evolved to admit nonbinary and trans undergraduates, as well as co-educational continuing education and graduate students. Founded during the original industrial revolution to advance women in new fields, under principles of inclusivity and opportunity, our mission is more relevant than ever, as technology, sustainability, and diverse cultures drive and influence new and existing industries. We strive to create a community of employees and faculty that mirrors our student body and offers a range of academic perspectives in their fields. We welcome candidates who value diversity and support the inclusive culture we seek to nurture at Moore. The world needs Moore. For more information, visit [moore.edu](http://moore.edu) and follow us on social media @moorecollegeart.

**Benefits:** Moore College of Art & Design offers a time off package consisting of 31 days paid throughout the year for holidays, winter break, vacation and personal days. In addition, we provide 2 weeks of sick time and offer a great benefit package including health, dental, and a 403b plan with an immediate match and 100% vesting.

**Requirements:**

Valid driver license, High School or higher graduate, read and write in English, able to use and operate a computer/ laptop.

**Responsibilities:**

- Knowledge of the tools and materials used in the construction trades including plumbing, electrical, carpentry, heating etc .
- Ability to understand and follow oral and written instructions.
- Ability to create and maintain maintenance records for operations equipment.
- Ability to establish and maintain effective professional working relations with students, faculty, and administrative personnel.
- Mail & Supply delivery to faculty/staff when required.
- Provide escorts for any outside contractors or utilities companies within the campus.
- Assist in scheduling and performing preventive maintenance schedules.
- Ability to trouble shoot maintenance problems with operations staff.
- Ability to set up and dismantle scaffolding/ladders up to 40 feet.
- Ability to understand the minor repairs of the Best locks/keyways system.
- Ability to clean up work areas and return all equipment/tools to maintenance shop at the end of each day.
- Flexible working outside of scope of job description to ensure operational needs are met.
- Must be flexible to work all shifts including Saturdays, Sundays and Holidays.
- Will be required to wear a clean maintenance uniform daily.
- Ability to work in an unsupervised matter.
- All vacation request have the final approval of the Director Of Operations.
- Ability to understand the operation and procedures for a Notified Fire Alarm System.
- Will be available for college emergencies 24 hours a day, other than when on vacation.
- Perform any other required duties given by the Director of Operations.

**Physical Demands/Working Conditions:**

**Must be able to lift 50 lbs, Able to stand/ walk for a long period of time, Shovel snow/ Operate Snow blower**

The above statements are intended to describe the general nature and level of work being performed. These are not to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel as so classified.

**To Apply:**

Interested candidates send your resume and cover letter with salary requirements to: Moore College of Art and Design; email: [HR@Moore.edu](mailto:HR@Moore.edu).

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. To read our full compliance statement please visit: <https://moore.edu/non-discrimination-policy/>.