

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Maintenance Worker	<b>FLSA status:</b>	Non-Exempt
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<b>DEPARTMENT:</b>	Maintenance	<b>REPORTS TO:</b>	Facilities Director
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**Position summary:** Under direct supervision, this position performs work required in the maintenance department and provides assistance with facility set-ups.

**Position responsibilities:**

- Receives work orders from Facilities Director and prints or sketches for the job.
- Sets up and takes down facility seating arrangements for various on campus functions.
- Assist College Store in distributing books and supplies to administration and off campus sites.
- Responsible for the cleaning and tidiness of campus grounds.
- Work within the maintenance department assisting the Facilities Director in other duties.
- Perform miscellaneous job-related duties as assigned.

**Minimum Position Requirements:**

- High school diploma or GED required.
- 6 months to 1 year experience directly related to the duties and responsibilities specified.
- Must possess a valid drivers license.
- Ability to work in noisy and hot environments.

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

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.

**Physical Demands and Work Environment:**

- Work is performed both indoors and outdoors.
- Considerable physical effort of hands and arms required; the employee must occasionally lift and/or move objects with considerable weight.
- May be required to return to work when major problems are encountered on off-shifts or weekends.