



1600 S 25th E
Idaho Falls, ID
(208) 524-3000

WEBSITE:
<http://www.cei.edu/hr>

EMAIL:hr@cei.edu

Non-Exempt Opening

MAINTENANCE CRAFTSMAN

Non-Exempt Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be held the week of July 30, 2018 – interested candidates are encouraged to apply as soon as possible.

Salary Range: \$13.00 - \$14.00 hourly - Full- Time with Competitive Benefits

Location(s): Idaho Falls

GENERAL STATEMENT OF FUNCTION:

Incumbent will perform semi-skilled duties in the operation, maintenance and repair of buildings and related facilities and systems; perform related work.

EXAMPLE RESPONSIBILITIES:

1. Facility maintenance. Typical duties:

Electrical. Maintains and repairs panels, circuits, wiring, receptacles, and switches; replaces motors, fans, lights, starters, ballasts, and auxiliary heat systems; repairs extension cords; changes light bulbs; assists journeyman electricians in new installations.

Plumbing. maintains and repairs faucets, sinks, drains, toilets, tubs, water heaters and water service and drain lines; unplugs drain systems; repairs leaks and installs washers; cuts and threads or sweats pipe; repairs steam traps and pipes on heat systems; assists journeyman plumbers in the installation and remodeling of plumbing systems.

Carpentry. Builds partitions and walls, installs windows, door frames, stairways and railings; hangs doors; repairs damaged wall surfaces; sands and refinishes hardwood floors; builds and sets forms and pours and finishes concrete; builds fences and gates.

HVAC. Maintains and repairs heating, ventilating, and air conditioning systems; monitors boiler room by reading gauges for pressure and records in log book; checks and repairs leaks in heating/cooling systems; replaces thermostats, control and zone valves and power heads; changes/washes filters.

May maintain parking areas.

2. Miscellaneous. Typical duties: services and repairs gas lines; conducts preventive maintenance on building devices and systems; operates

equipment such mowers, forklifts, tractors, snowplows, saws, jointers, sweepers, and presses; maintains hand and power tools associated with mechanics, carpentry, electrical plumbing, and general building maintenance; patches and repairs roofs; installs door and lock hardware; moves furniture; paints walls and woodwork; patches and repairs pavement; loads coal; hauls debris to dump; welds using arc, acetylene or similar type equipment; cleans and shampoos carpet; replaces broken windows; shovels snow; repairs and maintains scales, lifts, wheel chairs, and therapy pools; assists other maintenance staff performing general related duties; may function as lead worker over non-skilled staff; responds to emergency callbacks; may perform duties in the organization, operation, and minor maintenance and repair of equipment such as snowmobiles, tractors, trailers, pickups, OHVs and motorcycles; may install and maintain signs.

MINIMUM QUALIFICATIONS:

- Some knowledge of: heating and cooling system maintenance and repair.
- Experience: performing semi-skilled maintenance and repair involving carpentry, plumbing, electrical and general building maintenance trades work; using and maintaining tools and equipment normally associated with carpentry, mechanics, plumbing, and electrical work.

HOW TO APPLY:

Electronically submit a completed application packet **(in .pdf or Word format)** to hr@cei.edu. The application packet must include the following:

1. CEI Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
2. Cover Letter
3. Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire.

For additional questions contact: Human Resources at (208) 535-5495 or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.