

Utilities Coordinator for Campus Operations

Position Summary: Primary role is to coordinate and maintain the scheduling of maintenance and inspections of the campus fire system, elevators, and utilities. Secondary role of basic general maintenance.

Essential Functions:

- Organize and keep track of reports and inspections of our fire system, elevators, and utilities
- Attend continuing education classes on our natural gas certifications
- Make calls to the city and various utility companies/contractors
- Perform general administrative tasks, such as answering telephones, taking messages, and emailing
- Ability to perform basic maintenance tasks
- Other duties assigned by supervisor

Qualifications:

- High School Diploma, required
- One year for related office work, required
- Appropriate oral and written communication skills
- Adequate skills in the use of office technology
- Excellent interpersonal skill
- Ability to work cooperatively with others
- Willingness to learn new skills in the field

Reports To:

- Campus Operations Mechanical Foreman

FLSA Status:

- Full Time; non-exempt