PANOLA COLLEGE
JOB DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Maintenance Worker</th>
<th>FLSA status:</th>
<th>Non-Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Maintenance</td>
<td>REPORTS TO:</td>
<td>Facilities Director</td>
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</tbody>
</table>

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.