Vacancy Announcement
Building Maintenance Worker- General Maintenance

Virginia Union University (VUU) was founded in 1865 in the heart of Richmond, VA. Over the past 156 years, the university has become a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow’s world.

The General Maintenance Worker will perform general maintenance and repairs for assigned equipment and facilities including plumbing, electrical, basic carpentry, heating and cooling, and other building systems.

Duties and Responsibilities:
Specific duties may include and are not limited to the following:

• Inspects and identifies equipment or machines in need of repair.
• Troubleshoots issues to determine necessary repairs.
• Plans repair work using building’s blueprints or equipment manual as needed.
• Performs general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, and repairing doors and other building fixtures.
• Performs routine maintenance on building systems.
• Cleans and assists with upkeep of the facilities.
• Orders supplies and materials needed for repairs and maintenance.
• Performs other related duties as assigned.

Qualifications:

• Ability to follow instructions from supervisors or senior maintenance workers.
• Knowledge of general carpentry and repair.
• Ability to use hand tools and power tools.
• Excellent organizational and time management skills.

Education and Experience:

• High school diploma or equivalent required.
• Related experience preferred.
• On-the-job training offered.

Physical Requirements:

• Prolonged periods standing and walking.
• Must be physically able to climb ladders, bend, or crawl into awkward spaces.
• Must be able to lift up to 50 pounds at a time.
Salary: Commensurate with experience

Applications Deadline:

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit https://www.vuu.edu/about-vuu

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