



OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: General Service Technician

DEPARTMENT: Facilities

STATUS: Regular Full-time

QUALIFICATIONS:

Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.

- High School diploma.
- Three years minimum general maintenance experience required.
- Must be able to lift and carry weight/heavy objects up to 50 lbs without assistance.
- Must be able to comfortably climb a ladder/stairs.
- May be required to work in wet/cold/hot weather.

BRIEF DESCRIPTION OF DUTIES:

- Report to the Maintenance Supervisor each morning for assignment.
- General Carpentry.
- Repair and install door hardware.
- Repair/replace wall surfaces, e.g. sheetrock, siding, etc.
- Repair/replace floor covering, such as carpet, vinyl, laminate.
- Repair/replace gutters and downspout.
- Paint as needed.
- Repair/replace broken glass and window screen.
- Repair/replace window treatment.
- Repair/replace ceiling tiles, grids, filters.
- Perform other duties as assigned.



SALARY: Commensurate with education and experience

POSTING DATE: December 2022

CLOSING DATE: Opened until Filled.

HOW TO APPLY: Interested persons must submit employment documents electronically:

- Download the application in **Google Chrome**
- Open application in **Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

REQUIRED DOCUMENTS:

Completed Employment Application
Vita/Resume
Copy of Degree/transcript

Email: Hroffice@oakwood.edu

Oakwood University participates in 

****OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER****

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