MAINTENANCE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Equipment Manager

DEPARTMENT: Campus Operations, Rose Hill

RESPONSIBILITIES:
- Organizes and maintains of all equipment and storage rooms
- Adheres to all safety and OSHA regulations
- Provides inventory and restocking levels to management
- Maintains records of all applicable paperwork and reports to management
- Utilizes manual/electronic tracking of inventory levels
- Fulfills and distributes all building inventory requests
- Repairs all custodial-related equipment.
- Submits requests to management for parts replenishment
- Is on-call to repair machinery on-site, if necessary
- Utilizes manual/electronic tracking of all work done to equipment

QUALIFICATIONS:
- H.S. Diploma or GED required.
- Three (3) years prior cleaning experience required.
- Ability to read and write in English required.
- Ability to understand and comply with written and verbal instructions and give understandable information in oral and written form required.
- Excellent interpersonal skills to instruct and direct staff effectively required.
- Knowledge of all types of floor machines, cleaning chemicals, high-pressure washers, and any other equipment required.
- Driver's license required.
- Knowledge of effective and safe use of basic hand-held tools required.
- Basic electrical motor repair experience and knowledge required.
- Small engine repair experience and knowledge required.
- Computer proficiency required.
- Inventory experience preferred.
- Must be able to lift 70 or more pounds.
- Knowledge and understanding of hazards when working with cleaning chemicals required.
- NOTE: Must carry a cellular phone to be available at all times during work shift and in case of emergencies at other times.
**SALARY:**

- $2324.80 Bi-weekly
  (Internal Applicants with 3 or more years of service)

- $1860 Bi-weekly
  (New Employees)

**HOURS:**

Monday – Friday, 9:00 am-5:30 pm

**FLSA CATEGORY:**

Non-Exempt

**START DATE:**

ASAP

**SEND LETTER, RESUME, AND APPLICATIONS TO:**

Garrett Barker
Director of Campus Operations
Fordham University—Hughes House II
441 East Fordham Road
Bronx, New York 10458

**OR EMAIL TO:**

custodialrh@fordham.edu
No Phone calls please

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