Job Description

**Job Title:** Facilities & Grounds Maintenance Worker

**Job ID:** 29195

**Project Name:** HIHWNMS

**Full/Part Time:** Full-Time

**Regular/Temporary:** Regular

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**MINIMUM MONTHLY SALARY:** $2,024.00.

**DUTIES:** Individual is responsible for the cleaning and maintenance of facilities and grounds. This includes janitorial work, repairs, carpentry, and painting in three buildings, two of which are open to the public. Groundwork includes site cleanup, landscaping, irrigation maintenance, and sand dune restoration work. Individual must work safely and in appropriate manner at all times due to the site being open to the public.

**PRIMARY QUALIFICATIONS:**
- **EDUCATION:** High School Diploma or General Equivalency Diploma (GED).
- **EXPERIENCE:** One to three (1-3) years of experience working in a similar position involving janitorial, maintenance, landscape maintenance, and general handyperson skills.
- **ABIL/KNOW/SKILLS:** Knowledge of carpentry, plumbing, repair, landscaping, irrigation maintenance, and native plant restoration. Ability to assess a wide variety of facility problems and repair them efficiently and in a timely manner. Able to operate a variety of power tools, hand tools, and cleaning equipment. The person should be skillful in carpentry, basic mechanical, electrical and plumbing maintenance and repair. Should have basic computer skills and be familiar with Word and Excel.
- **PHYSICAL/MEDICAL REQUIREMENTS:** Ability to lift at least fifty (50) pounds, climb ladders, and work for long periods outside or standing.

**SECONDARY QUALIFICATIONS:** Associate's Degree from an accredited community college, Trade School Certificate, and/or license in a construction, electrician, landscaping or plumbing field. Experience in a similar position at a public visitor facility is desirable. The person should also have basic computer skills in Word and Excel as well as good communication skills. Additional certifications desired are FirstAid/CPR and small vessel license or experience.

**INQUIRIES:** Ben LaCour 879-2818 (Maui).

**APPLICATION REQUIREMENTS:** The preferred method of applying for a job is through our on-line application process. Please go to www.rcuh.com, click on "Employment" and navigate to "Job Announcements/Apply for a Job." However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022 or mail to Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. If you have questions on the application process and/or need assistance, please call (808)956-3100.