

Job Description

Carroll University
Physical Plant General
Departments: Office, Grounds, Custodial, Maintenance
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- To assist the physical plant office, grounds, maintenance and custodial departments.

Duties & Responsibilities:

- Assist with the Physical Plant's administrative duties as needed
- Staff the Physical Plant Offices, and answer any questions visitors may have.
- Answer phones, do clerical work and other duties as assigned.
- Assist the Physical Plant staff with cleaning and maintenance jobs throughout the Carroll Campus.
- Work grounds, carpentry and general campus clean up.

Job Qualifications:

- Able to work in different weather conditions
- Some lifting may be necessary
- Must be well organized and possess good attention to detail

Supervisor:

- Aaron LaBau
262-524-3559