



## **POSITION: MAINTENANCE TECHNICIAN**

### **DEPARTMENT: CAMPUS ENHANCEMENT SERVICES**

Position Summary: The Maintenance Technician specializes in fixing and maintaining machines, equipment, and general appliances, is versatile in many areas, and executes many tasks in a day. The position requires both indoor and outdoor activities, carries out a wide range of duties as outlined by the supervisor including, but not limited to, maintenance on buildings, carpentry, painting, general repair, and pest control amongst others, and is also responsible for all repairs and maintenance of the various manufacturing machinery used in the department.

### **RESPONSIBILITIES**

- Carryout all duties that are necessary in resolving reactionary activities, and report the need for further maintenance and safety to supervising staff
- Prioritize work orders, handle urgent requests and complete any and all reactive maintenance work and procedures
- Ensure the proper use of all tools in the workshop
- Carryout detailed evaluation of workshop equipment to ensure that they are in good condition for proper functioning
- Assist less skilled workers in different phases of building, construction and general maintenance
- Carryout repairs on ceilings, floors and walls
- Take out damaged sheet rock and replace them with new sheet rock, and finish seams
- Ensure proper repair and finishing of doors, desks, tables, chairs and other furniture in the organization to ensure comfort of staff and visitors
- Carry out seasonal work by removing snow and ice on sidewalks to ensure a clean, safe, and healthy environment
- Ensure maximum safety of all co-workers by ensuring that they observe all safety measures and report conditions that are likely to endanger the safety of workers to management for quick resolution
- Perform minor pest control in campus buildings and facilities
- Perform the installation and repair of fire and emergency alarms and other appliances that are used to call out for help in case of emergency

### **QUALIFICATIONS**



- Have a High School Diploma or its equivalent
- Employee must support the University's mission statement and core values, which includes having a firm commitment to living a Christian lifestyle in keeping with biblical models
- Have a good knowledge of troubleshooting techniques in order to determine exact problems and tackle them accordingly
- Excellent ability to communicate system problems to both co-workers and management for proper understanding
- Exhibit good mechanical skills to handle equipment to avoid causing injuries to self and others
- Have the ability to evaluate computer-related work orders in accordance with accuracy

### **PHYSICAL REQUIREMENTS**

- Frequent lifting, carrying, pushing, and/or pulling up to 50 pounds
- Frequent and long periods of standing, bending, stooping, kneeling and reaching
- Possible exposure to heights and uncomfortable positions
- Works inside and outside in varying weather conditions, including exposure to extreme temperatures

### **WORKING RELATIONSHIPS**

This position is a full-time position in Campus Enhancement Services. The Maintenance Tech reports directly to the Director of Construction.

### **WORK SCHEDULE**

8:00 am - 4:30 pm Monday-Friday. Hours of work and task assignments may vary dependent upon situational factors, crisis management, and/or weather-related factors, and may require night(s), weekend(s), and holiday(s) response.