



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Maintenance Technician</i>	EEOC Job Classification	Craft Workers
		FLSA Classification	Non-exempt
Department:	Plant Operations	W/C Classification	9101 – Labor
Reports To:	Director of Plant Operations	Effective Date	1/13/2020

SUMMARY

Performs a wide range of facilities services tasks including non-technical maintenance of plumbing, electrical, heating, ventilating, and/or air conditioning facilities and equipment, at a level not requiring formal licensure. May be required to perform tasks of other unlicensed trades, such as a light equipment operator, carpenter, painter, and/or locksmith.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Must be able to get along with co-workers and the public.
- Skill in the use of computers, preferably in a PC, Windows-based operating environment.
- Records maintenance skills.
- Ability to understand and follow specific instructions and procedures.
- Ability to use hand and power tools applicable to trade.
- Ability to repair and maintain appliances and heating and cooling equipment.
- Ability to read, understand, follow, and enforce safety procedures.
- Knowledge of one or more building trades.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Basic mathematics and accounting knowledge is necessary.
- Excellent oral and written command of the English language is required.
- Ability to compose, proofread and edit correspondence.
- Possess excellent organizational skills.
- Exercise confidentiality, good judgment and discernment.
- Service oriented and able to interface with many people is mandatory.
- Multitasked in an environment with many distractions is a must.
- Reading and comprehending correspondence is imperative.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- At least 3 years' experience as a Maintenance Technician or similar work in an educational institution preferred
- Proficient in Microsoft Office Suite
- Must successfully pass a background investigation

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Extensive physical activity. Requires strenuous physical work; heavy lifting, pushing, or pulling required of objects over 50 pounds.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Work involves almost constant exposure to unusual elements, such as extreme temperatures, toxic chemicals, biohazardous materials, dirt, dust, fumes, smoke, and/or loud noises.
- Some travel involved.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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