



# JOB DESCRIPTION



## INFORMATION

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

- Bachelor's degree or equivalent 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.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.