



JOB DESCRIPTION



INFORMATION			
Job Title	<i>General Maintenance</i>	EEOC Job Classification	Craft Workers
		FLSA Classification	Non-exempt Full-time: 40 hours/week
Department	Plant Operations	W/C Classification	9101 – Labor
Reports To	Maintenance Supervisor	Compensation	\$25.00 - \$35.00/hour

SUMMARY

Advance the mission and vision of TMUS by performing 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 and/or painter.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Monitors, maintains, and performs standard repairs to building electrical facilities and systems, such as tubes, fixtures, switches, photocells, and outlets.
- Minor servicing of heating, ventilation, and cooling systems for the facility; filter changing; minor adjustments.
- Monitors performs non-technical maintenance of plumbing systems to include standard repair of leaking fixtures, cleaning obstructed waste lines, installing water coolers, and/or performing non-technical modifications to plumbing and water supply systems.
- Performs carpentry maintenance tasks including routine sheetrock/drywall installation and/or repair, window replacement, cabinet and countertop replacement, painting and texturing, and door and hardware installation, paints interior and exterior finishes, as appropriate.
- May perform general maintenance, custodial, and trash removal tasks.
- Ensure proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Document facilities maintenance requirements, maintain appropriate records of work performed as necessary.
- Perform other miscellaneous job-related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ, a demonstrated commitment to the doctrinal position of TMUS, and a continuous exhibition of a desire to minister and serve others in varied capacities.
- 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.
- Exercise confidentiality, good judgment and discernment.
- Commitment to respect and submit to departmental and Institutional leadership.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow specific instructions and procedures.
- Ability to use hand and power tools applicable to trade.

- Ability to read, understand, follow, and enforce safety procedures.
- Knowledge of one or more building trades.
- Records maintenance skills.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent preferred.

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.

- While performing the duties of this job, the employee is regularly required to talk, hear, speak, stand, and walk.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- This position requires the ability to occasionally lift, push, pull, grasp, and bend while lifting up to 50 lbs.
- Occasional travel is involved including overnight stays.

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.