



JOB DESCRIPTION



INFORMATION			
Job Title	<i>Locksmith/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	\$30.00 - \$34.00/hour

SUMMARY
Advance the mission and vision of TMUS by maintaining campus buildings, grounds, and equipment to ensure a safe, clean, and fully functional environment. This position performs a wide range of maintenance and repair tasks, with particular emphasis on plumbing systems and door and lock hardware. The role requires strong troubleshooting skills, attention to detail, and a commitment to keeping facilities in excellent working condition. In addition to a standard forty-hour work week, the employee will participate in an on-call rotation, typically occurring approximately once every other month.

ESSENTIAL JOB FUNCTIONS
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
<ul style="list-style-type: none">• Monitors, maintains, and performs standard repairs to building electrical facilities and systems, such as tubes, fixtures, switches, photocells, and outlets.• Perform general building maintenance, repairs, and preventative maintenance across campus facilities.• Diagnose and repair plumbing issues including leaks, clogged drains, toilets, faucets, valves, and minor pipe repairs.• Install, repair, and maintain door hardware, locks, key systems, and locking mechanisms.• Cut keys, rekey locks, and maintain master key systems where applicable.• Respond promptly to maintenance requests and service tickets.• Conduct routine inspections of facilities to identify maintenance or safety issues.• Perform minor electrical, carpentry, drywall, and painting repairs as needed.• Maintain plumbing fixtures such as sinks, toilets, drinking fountains, and water lines.• Repair or replace damaged doors, hinges, and locking hardware.• Assist with facility setup and teardown for events and activities.• Maintain tools, equipment, and maintenance areas in a safe and organized manner.• Follow safety procedures and ensure compliance with building and safety regulations.• Assist with seasonal and preventative maintenance projects.• Support other Facilities staff and special projects as assigned.

QUALIFICATIONS
<ul style="list-style-type: none">• 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.
- Working knowledge of general building maintenance including basic electrical, carpentry, and mechanical repairs.
- Ability to troubleshoot and resolve maintenance issues efficiently.
- Ability to safely operate maintenance tools and equipment.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required.
- Minimum of 3 years of facilities maintenance experience preferred.
- Demonstrated experience with plumbing repairs and lock/door hardware systems preferred.

PHYSICAL DEMANDS

This position operates in a variety of environments including classrooms, offices, mechanical spaces, and outdoor areas. The role may occasionally require early morning, evening, or weekend work to address urgent maintenance needs or support events. 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.

- Ability to stand, walk, climb ladders, kneel, and work in confined spaces.
- Ability to lift and carry up to 50 pounds.
- Ability to work indoors and outdoors in varying weather conditions.
- Manual dexterity sufficient to operate tools and equipment.
- No 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.