



WILLIAM JESSUP
UNIVERSITY

JOB TITLE: Maintenance Technician I
DEPARTMENT: Facilities
SUPERVISOR: Maintenance Supervisor
FLSA STATUS: Non-Exempt

MAJOR PURPOSE:

The Maintenance Technician I is an entry-level position in the Facilities Department with duties of maintenance, service, and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, and vehicle servicing. The Maintenance Tech I will execute work orders, set up and tear down events, fulfill day portering requirements, and complete general facilities cleaning and maintenance.

ESSENTIAL FUNCTIONS:

1. Maintain mechanical equipment by changing filters, lubing motors, and completing general inspections
2. Operate and maintain tools and equipment such as, power tools, drain tools, shop equipment, scissor lifts, forklifts, test equipment, etc.
3. Change bulbs, ballasts, and switches
4. Troubleshoot minor plumbing, HVAC, and electrical issues
5. Complete work orders as assigned
6. Follow all health and safety regulations

EDUCATION/CERTIFICATIONS:

- GED

REQUIRED KNOWLEDGE:

- Basic understanding of building maintenance
- Basic understanding of tool and equipment operation

SKILLS/ABILITIES:

- Ability to follow basic instructions
- Ability to use tools for troubleshooting (training provided)
- Ability to carry and work from ladders
- Ability to operate large pieces of maintenance equipment (training provided)

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee is regularly exposed to dirty and dusty conditions. At times, the work requires use of noisy equipment. Work is often routine and physically demanding.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, bend, and use hands to make repairs; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, legs, hands, and/or fingers. The employee will occasionally lift and/or move up to 75 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date