



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 and complete general facilities cleaning and maintenance.

ESSENTIAL FUNCTIONS:

1. Perform routine maintenance such as painting, drywall repair, and changing filters, bulbs, ballasts and switches.
2. Operate and maintain tools and equipment such as power tools, drain tools, shop equipment, scissor lifts, forklifts, test equipment, etc.
3. Troubleshoot minor plumbing, HVAC, and electrical issues
4. Must be or have the ability to become: Fork-lift, Scissor-lift; First-aid, CPR, and blood-borne pathogen certified.
5. Must maintain a valid CA driver's license and carry personal auto liability insurance.
6. All other duties as assigned.

EDUCATION/CERTIFICATIONS:

- High school completion or equivalent

REQUIRED KNOWLEDGE:

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

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)
- Commitment to completing time critical tasks with a positive attitude
- Basic computer skills
- Ability to work in a collaborative team environment

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 works both indoors and outdoors and is regularly exposed to hot, cold, 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