



JOB TITLE: Maintenance Tech 2
DEPARTMENT: Facilities
CAMPUS: Portland
SUPERVISOR: Campus Facilities Director
FLSA STATUS: Non-Exempt

MAJOR PURPOSE

The Maintenance Technician 2 is a highly skilled position with duties of maintenance, service, and repairs in the areas of plumbing, electrical, HVAC, doors and locks, minor roofing, carpentry, painting, sheetrock, machine servicing, and vehicle servicing. The Maintenance Tech 2 will execute work orders, complete projects, and communicate effectively with faculty, staff and students regarding work order status and completion.

Due to the nature of the work, this position is 100% in person and on campus with occasional remote work options as agreed upon with the supervisor. Additionally, this position may be required to respond to unforeseen events or urgent situations outside of regular working hours.

ESSENTIAL FUNCTIONS

- Performs routine maintenance such as painting, drywall repair, and changing filters, bulbs, ballasts and switches
- Operates and maintains tools and equipment such as power tools, drain tools, shop equipment, scissor lifts, forklifts and test equipment
- Troubleshoots minor plumbing, HVAC, and electrical issues
- Requires the ability to become Fork-lift, Scissor-lift; First-aid, CPR, and blood-borne pathogen certified
- Responds to on call responsibilities as assigned
- Supervises student employees as needed
- All other duties as assigned

QUALIFICATIONS

Education/Certifications

- High school completion or equivalent
- Must maintain a valid OR driver's license and carry personal auto liability insurance and have the ability to obtain motor vehicle clearance from the University's insurance carrier

Required Knowledge/Experience

- Advanced understanding of building maintenance, tool, and equipment operation
- Food equipment repair experience a plus
- Previous experience in apartment maintenance also a plus
- Must be proficient in plumbing, electrical, and general repairs
- Basic computer skills
- Experience with work order systems preferred

Skills/Abilities

- Ability to work prioritize and work independently
- Strong customer service skills

- Ability to operate maintenance related equipment such as a forklift, scissor lift, tractor, cable machines, etc.
- Ability to communicate well and work in a collaborative team environment
- Availability to respond to unforeseen events or urgent situations outside of regular working hours

WORKING ENVIRONMENT

The employee agrees to promote the values and mission of Jessup University 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

Much of the employee’s working time will be spent in indoor and or outdoor venues in all types of weather and might require standing for long periods, moderate to loud noise levels; and tile, concrete, carpeted floors, courts with hardwood floors, concrete floor warehouse, and outdoor grassy areas. The employee may be exposed to heat/sun or inclement weather when working outdoors.

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. Ability to carry and work from ladders. Frequent and regular repetitive movements required using the wrists, legs, hands, and/or fingers. The employee will occasionally lift and/or move up to 60 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 are 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. 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 to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Signature

Date