

## Central Christian College of Kansas

### Job Description: Maintenance Technician

Direct Supervisor: Physical Plant Director, CSOO  
Effective Date: As soon as position is filled  
Status: Full-time (12 months), hourly, non-exempt  
Location: McPherson, KS

### Job Summary

The Maintenance Technician is responsible for assisting with the day to day maintenance of campus. This position includes many types of work from landscaping to electrical. Work may be performed inside or outside and requires the use of many different hand and power tools.

As a member of the Association of Free Methodist Educational Institutions and recognizing that College's commitment to its vision and mission, all employees are required to affirm of the College's evangelical statement of faith and lifestyle expectations. The applicant should consider the missional perspective of the College, before applying (<https://www.centralchristian.edu/about/>).

### Education and Experience

- High School Diploma or equivalent required
- Valid driver's license and good driving record required
- Experience performing carpentry, plumbing, electrical, HVAC, grounds, and other general maintenance work
- Knowledge of safe handling and use of tools normally used in construction, maintenance, and landscaping: circular saw, power drill, ladders, bench grinder, string trimmer, hedge trimmer, power floor cleaner, carpet cleaning machine, paint sprayer, power drain cleaner, chainsaw

### Duties

- Perform general maintenance such as: carpentry, painting, plumbing, electrical, HVAC
- Troubleshoot maintenance issues
- Pick up leaves/trash, repair lawn irrigation systems, remove snow, and assist with landscaping duties
- Assist with custodial responsibilities when needed
- Maintain inventory of equipment, tools, and parts
- Perform emergency light, exit signs, and fire extinguisher inspections and repairs
- Maintain maintenance records on site and bring required documentation (such as invoices) back to campus for each job
- Arrive on time and attend work regularly
- Comply with Central Christian College of Kansas policies, procedures, and practices
- Serve on campus committees as needed

## Skills and Abilities

- Able to flex between multiple projects
- Communicate and work effectively with a diverse set of people
- Available to respond after hours as needed (nights, weekends, and holidays)
- Able to work outside in all weather conditions
- The ability to understand words and comprehend basic instructions

## Physical Requirements

- Must complete a fitness for duty exam and drug screening
- Ability to safely push, pull, reach, bend, stoop, climb, walk, carry, and to regularly lift up to 75lbs
- Possess coordination sufficient to operate equipment and tools
- Perform other physical activities as necessary
- May work in adverse conditions with possible exposure to blood, body fluids, tissue and communicable diseases
- Physical qualifications must be performed with or without a reasonable accommodation

## NOTICE OF NON-DISCRIMINATION

The College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, mission, Statement of Faith, and Core Values of the College, as well as the lifestyle expectations articulated in the Free Methodist Book of Discipline (Para. 3000-3430; 2011).

## AFFIRMATION

As attested by signature below, I affirm that I have read, understand, and agree to fulfill my duties in accordance with the expectations set herein. I also recognize that this job description is not designed to outline 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.

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Print Name

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Signature

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Date