

# Central Christian College of Kansas

## Job Description: Maintenance Technician

<b>Status:</b>	Full-time (12 months), hourly, non-exempt
<b>Direct Supervisor:</b>	Physical Plant Director, CSOO
<b>Department:</b>	Physical Plant
<b>Effective Date:</b>	August 9, 2022
<b>Location:</b>	McPherson, KS

### JOB SUMMARY

The Maintenance Technician responds to both preventative and corrective work order requests. This position performs semi-skilled maintenance following established procedures and guidelines in the inspection and repair of a wide variety of mechanical, electrical, and plumbing systems; performs semi-skilled preventative and routine maintenance work using hand and power tools and following established procedures in the construction, repair, maintenance, and alteration of campus buildings and facilities, assists with grounds and landscaping upkeep, as well as prepares work sites for repair/maintenance work and returns work sites to a useable condition at the completion of inspections or repair work.

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

- Performs semi-skilled preventative and routine maintenance work (e.g., carpentry, painting, plumbing, electrical, HVAC. Grounds, etc.)
- Pick up leaves/trash, repair lawn irrigation systems, remove snow, and assist with landscaping duties
- Perform periodic roof maintenance inspections, cleans gutters, drains while documenting deficiencies and communicating findings with appropriate supervisor.
- Assist with custodial responsibilities when needed
- Maintain inventory of equipment, tools, and parts

Reviewed by: OTP [08/09/2022]

Approved by: HR [08/09/2022]

- Returns work sites to a usable condition at the completion of repair work by cleaning work areas, removing debris, and used materials, disposing of waste, and salvaging leftover materials.
- 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
- Minimizes institutional liability regarding the College's compliance with federal regulations by complying with policies, laws and regulations governing environmental protection, safety, hazardous waste disposal and the use of chemical substances and materials.
- Performs preventive maintenance of mechanical tools and equipment by spot checking equipment to determine their working condition, oiling moving parts, cleaning and servicing tools and equipment as directed or specified in the operator's manual, and returning damaged tools and equipment for repair or replacement
- Contributes to an accident-free work environment by complying with operator's instructions for the use of power tools, wearing protective gear such as goggles, hearing protectors, back supports, and work gloves, reporting incidents of unsafe work activity to supervisors, and following standard safety precautions during work
- Focuses on customer needs and customer satisfaction, projects a positive customer service environment to both internal and external customers, and promotes and encourages an attitude of exemplary customer service and high integrity to all of the staff within the department
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, and attending professional development course, training meetings, and other courses as assigned
- Contributes to the overall success of the department by performing other essential duties and responsibilities as assigned
- Comply with Central Christian College of Kansas policies, procedures, and practices
- Serve on campus committees as needed

## Skills and Abilities

- Mechanical aptitude, including skill with small hand and power tools, mechanical equipment, grounds related vehicles (e.g., ride-on mowers, plow, etc.).
- Ability to read wiring diagrams, blueprints, and schematics is preferred.
- Computer literacy, sufficient for utilizing email and the campus ticket system
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

## 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

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- May work in adverse conditions with possible exposure to blood, body fluids, tissue and communicable diseases
- Prolonged standing and frequent bending, stooping, and reaching on a daily basis
- Requires a full range of physical motion in order to operate manual and electrically-powered tools and mechanical shop equipment. Must be able to move throughout campus, including climbing stairs, ladders, and the use of scissor or boom lifts.
- Work is performed indoors and out-of-doors, occasionally in environments that are dusty, noisy, cold, hot, or which could have work hazards.
- Will be required to respond to after-hours emergencies and mandatory overtime.
- 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).