

# POSITION ANNOUNCEMENT

## Bethany College

Lindsborg, Kansas

### Position Title: Facilities Technician

#### REPORTING RELATIONSHIP:

- Campus Facilities Supervisor

#### POSITIONS REPORTING TO THIS POSITION: YES NO

- Student Workers

#### FLSA STATUS:

- Full-time, staff, non-exempt (hourly), at-will position.
- It is expected this position will require approximately 40 hours/week to satisfactorily complete the job requirements

#### PURPOSE:

- This position, under general supervision, provides general maintenance services to build, install, repair, rebuild and maintain campus buildings, facilities and equipment by completing assigned work orders and approved self-generated work orders. Occasional supervision of student workers is required. This position also includes recommending improvements to the campus via the Campus Facilities Supervisor.

#### ESSENTIAL FUNCTIONS:

Work involving the skills of multiple maintenance or craft occupations to perform and assist other maintenance technicians, college employees, and contractors in performing the following actions:

- Uphold the guiding principles of the institution including the mission statement and the five core values of Integrity, Hospitality, Community, Servant Leadership and Sustainability.
- General Maintenance - Routine maintenance and assembly of campus equipment and accessories such as window blinds, restroom partitions, toilet and paper towel dispensers, bulletin boards, mirrors, chairs, desks drawers, etc. Perform routine inspections and preventive and proactive maintenance on campus equipment and structures such as required safety equipment testing and cleaning and repair of guttering/drainage systems. Perform minor concrete installation and repair.
- Carpentry/Locks – Construction, remodeling, repairs and installation of doors and door hardware, flooring, ceilings, walls, windows and screens, railings, etc. Preparing and applying coatings including paint, stain, varnish, epoxy, etc. to interior and exterior of buildings, facilities, and equipment. Assembly, installation, repair and changing of lock cores and fabrication of keys.
- Plumbing – Maintain and repair mechanical systems, hot water and steam boiler systems, machines, mechanical equipment, toilets, tubs, showers and sinks, laundry systems, building systems and structures of the campus. Clearing, cleaning, maintenance and repair of interior and exterior drains. Maintenance of potable water softeners and systems.
- Electrical – Required repairs and maintenance on campus electrical systems, fire alarm and suppression sprinkler systems, light fixture and bulb replacement.
- HVAC – Required maintenance on water treatment systems boiler treatment, assist with maintenance and cleaning of cooling/heating system condensers and coils.
- Grounds - All aspects of grounds maintenance including, but not limited to, maintenance and repair of structures, fountains, and irrigation systems.
- Custodial – Clean-up assistance, moving office furniture, event setups, etc.
- Scheduled and emergency on-call services for nights and weekends in all skills as indicated above.
- Provide help as assigned and as necessary with weather related response such as damage repair or clean-up of wind, flooding, snow removal, etc.

**MINIMUM REQUIREMENTS:**

- High school diploma or general education degree (GED); or two to four years related experience and/or training or an equivalent combination of education and experience.
- Must have valid driver license.
- Must be able to use all tools of the listed trades.
- Must be able to read and interpret blue prints.
- Must be a team player and able to maintain a good working relationship with students, staff, and faculty.
- Must have the ability to handle multiple projects/assignments concurrently and be very results-oriented.
- Must be highly motivated and work well both independently and in a team environment.

**APPLICATION:**

The initial application should include a resume and, three references to: Jo Ann Mattison, Human Resources, Bethany College, mattisonj@bethanylb.edu or 335 N. Swensson, Lindsborg, KS 67456; (785) 227-3380 x8115

Application review begins immediately and will continue until the position is filled. Posted 1-13-12

*Bethany College is an equal opportunity employer and does not discriminate on the basis of age, gender, race, national origin, ancestry, religious beliefs, sexual orientation, physical ability, marital or veteran's status. Women and minority candidates are especially encouraged to apply. AA/EOE*