

MARANATHA BAPTIST UNIVERSITY
Job Description

JOB TITLE: CONSTRUCTION TECHNICIAN

DEPARTMENT:	Facilities Management	SUPERVISOR:	C. I. Supervisor
EMPLOYEE NAME:		EMPL CLASS:	S-1
PREPARED BY:	Werner Lumm	DATE:	3/1/19

Summary:

Utilizes construction skills in completing capital improvements to the university facilities.

Essential Duties and Responsibilities:

- Builds & Repairs:
 - Foundations, masonry walls, concrete flatwork.
 - Structural framework (including steel framing), flooring, roofing.
- Installs & Repairs:
 - Drywall, paneling, and suspended ceilings.
 - Doors, windows, & associated hardware.
 - Paint, wallpaper, and other finishes.
 - Cabinetry & finish carpentry.
 - Hardwood floors, carpeting, vinyl flooring & ceramic tile.
- Completes general maintenance work orders as needed.
- Keeps all assigned work orders current, with all expensed items, labor amounts, and status recorded in MaintenanceDirect of SchoolDude.com.

Other Duties & Responsibilities:

- Assists With:
 - Preventive maintenance.
 - Moving furnishings, including pianos.
 - Other tasks requested by the C. I. Supervisor.
- Responds as needed to urgent maintenance situations during off-hours.
- Serves periodically in a week-long "On Call" rotation as assigned.
- As an employee of Maranatha, you are expected to help accomplish the mission in ways that include but are not limited to: leading students in prayer, giving Biblical advice, mentoring in spiritual matters, helping students develop Christian maturity, and teaching the Word of God. This leadership of students should be accomplished through direct communication with the students, and it must also be accomplished by the example you set in your personal life both at and away from the ministry.

Supervisory Responsibilities:

There are no supervisory responsibilities associated with this position.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform a majority of the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education And Experience:
 - High school diploma or general education degree (GED).
 - One-year maintenance-related field certificate from college or technical school; or six to nine months related experience and/or training; or equivalent combination of higher education and experience.
 - Commercial construction experience is preferred.
- Language Skills:
 - Ability to read and comprehend simple instructions, short correspondence, and memos.
 - Ability to write simple correspondence.
 - Ability to effectively present information in one-on-one and small group situations to contractors, suppliers, faculty, staff, and students.
 - Ability to read and understand blueprints.
- Mathematical Skills:
 - Ability to calculate proportions, percentages, area, circumference, and volume.
 - Ability to apply concepts of basic algebra and geometry to practical situations.
 - Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Reasoning Ability:
 - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
 - Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Certificates, Licenses, Registrations:
 - Valid U.S. driver's license.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job:
 - The employee is regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms.
 - The employee frequently is required to walk, climb ladders, or balance, stoop, kneel, crouch or crawl, and to talk or hear.
 - The employee is occasionally required to sit and to smell.
 - The employee must frequently lift and/or move up to 25 pounds, occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include:
 - Close vision.
 - Distance vision.
 - Color vision.
 - Peripheral vision.
 - Depth perception.
 - Ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job:
 - The employee is regularly exposed to moving mechanical parts and vibration.
 - The employee is frequently exposed to outside weather conditions.
 - The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock.
 - The noise level in the work environment is usually loud.
- This position may occasionally require 2nd shift, 3rd shift, or weekend hours.

Evaluation

Performance of this position will be evaluated by the Capital Improvements Supervisor under the provisions of this description and the policies of the Maranatha Baptist University *Staff Handbook*.