

MARANATHA BAPTIST UNIVERSITY
Job Description

JOB TITLE: Preventive Maintenance Technician

DEPARTMENT:	Facilities Management	SUPERVISOR:	Maintenance Supervisor
EMPLOYEE NAME:		EMPL CLASS:	S-1
PREPARED BY:	Werner Lumm	DATE:	6/25/19

Summary:

Performs preventive maintenance inspections and functions including, but not limited to, lubrications, filter changes, belt changes, cleanings, and tests.

Essential Duties and Responsibilities:

- Performs Daily Inspections of Facilities.
 - Takes gauge readings and makes visual observations, reporting both on daily log sheets.
 - Observes and reports maintenance concerns in the SchoolDude software.
- Maintains Mechanical Equipment Rooms.
 - Keeps rooms & mechanical equipment clean.
 - Performs soft water tests and reports significant changes to the Maintenance Supervisor.
 - Adds softener salt (50# bags).
 - Adds chemicals to systems as required.
- Performs Preventive Maintenance Functions:
 - Changes water, air, oil, and fuel filters.
 - Changes oil and lubricates equipment.
 - Cleans HVAC coils, associated cabinetry, and louvers.
 - Tests pressure relief valves, sump pumps, and other miscellaneous equipment.
 - Tests emergency lighting, smoke detectors, and other miscellaneous systems.
 - Inspects, replaces, and adjusts belt drive systems.
 - Prepares and paints equipment.

Other Duties & Responsibilities:

- Assists with: (when asked to)
 - General Maintenance.
 - Moving furnishings.
 - Shoveling snow.
 - Capital improvements.
 - Other tasks requested by the Maintenance Supervisor.
- 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:

This job has no supervisory responsibilities.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education & Experience
 - High school diploma or general education degree (GED).
 - One to three-months related experience and/or appropriate training.
- 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 faculty, staff, and students.
- Mechanical Skills:
 - Experienced in the use of hand tools, power tools, fasteners, changing light bulbs, etc.
 - Ability to disassemble and reassemble components of equipment.
- Mathematical Skills:
 - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
 - Ability to compute rate, ratio, and percent.
- Reasoning Ability:
 - Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
 - Ability to deal with problems involving a few concrete variables in standardized situations.
- 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 frequently is required to walk and talk or hear.
 - The employee is regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms.
 - The employee is regularly required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
 - The employee must frequently lift or move up to 50 pounds and occasionally lift 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 frequently exposed to moving mechanical parts.
 - The employee is occasionally exposed to wet or humid conditions; high, precarious places; outside weather conditions; fumes or airborne particles; risk of electrical shock; and vibration.
 - The noise level in the work environment may be loud.

This position may occasionally require 2nd shift, 3rd shift, or weekend work.

Evaluation

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