MARANATHA BAPTIST UNIVERSITY

JOB DESCRIPTION

JOB TITLE: *PREVENTATIVE MAINTENANCE TECHNICIAN*

DEPARTMENT:	Facilities Management	SUPERVISOR:	Maintenance Supervisor
EMPLOYEE NAME:		EMPL CLASS:	S-1
PREPARED BY:	Jared Chesley	DATE:	2/20/2024

Summary:

Performs preventative maintenance work including, but not limited to, lubrications, filter changes, belt changes, cleanings, lighting, and tests. Assists in repairs and maintenance of the structure, utilities, mechanicals, and finishes of the college facilities and furnishings.

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 work order 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).
  - Maintain softener salt inventory.
  - Adds chemicals to systems as required.
- Performs Preventative Maintenance Functions:
  - Changes water, air, oil, and fuel filters.
  - Changes oil and lubricates equipment.
  - 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.
- Assists with troubleshooting and minor repairs:
  - General plumbing, electrical, and HVAC systems including, but not limited to, pumps, compressors, motors and refrigeration.
  - Foundations, masonry walls, concrete flat work.
  - Structural framework, flooring, roofing,
  - Doors, windows, associated hardware, and cabinetry and trim.
  - Drywall, paneling, and suspended ceilings.
  - Prepares for and applies paint, wallpaper, and other finishes.
  - Appliances.

- Keeps all assigned work orders current, with all expensed items, labor amounts, and status in the work order software.

- 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.

Other Duties & Responsibilities:

- Assists with: (when asked to)
    - General Maintenance.
    - Moving furnishings.
    - Shoveling snow.
    - Capital improvements.
- Serves periodically in a week-long "On Call" rotation as assigned.
- Other tasks requested by the Facilities Manager.

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.
    - Ability to read diagrams, blueprints, and schematics.
- 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 a ladder 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 Facilities Manager under the provisions of this description and the policies of the Maranatha Baptist University *Staff Handbook*.