**Job Title:** Facilities Maintenance Specialist  
**Department:** Facilities  
**Reports to:** Facilities Manager  
**Status:** Part-time Non-exempt

**SUMMARY**  
The person in this position will have responsibility for all repair and maintenance aspects of the Seminary student housing and physical plant facilities in coordination with others. This is a part time shared position with other part time staff employees, with a 40 hour work week divided equally based on the number of part time employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. The organization and performance of day-to-day repair and maintenance of Seminary facilities under the direction of the Facilities Manager or Housing Manager.
2. Projects assigned within a framework of an overall maintenance and improvement program.
3. Tasks as needed, including repairs, preventive maintenance and upkeep coordinating with outside vendors as the complexity of the task would dictate. Incur expenditures that pertain to these responsibilities, within the annual budget and with the consent of the Facilities Manager.
4. Janitorial/custodial activities in Seminary housing, including supervision of student workers.
5. Maintenance of grounds for Seminary housing and parking lots, including coordination of work and supervision of student workers.
6. Coordinate the locking and unlocking of student housing building doors, verify walks and entrances are clear of ice in winter, leaf and debris in spring through fall, and central hallways, doors and windows are cleaned regularly, including coordination of student workers.
7. Regular checking and observation of the parking lots, buildings, grounds, and common areas for disturbances, people who do not belong, and potential hazards, notifying campus security and the Facilities Manager as appropriate.
8. On call 24/7 rotational responsibility for all Seminary facility emergencies as designated or scheduled by Facility Manager or Housing Manager.
9. Other tasks, projects and responsibilities as necessary, with a heart to do whatever is needed.
10. Keep detailed daily maintenance log, mileage and work hours and receipts from purchases.
11. Help coordinate complex summer schedule, as well as train student workers to accomplish schedule goals.
12. Coordinate work schedules with Facility Manager, Housing Manager and co-workers to insure that each work day is covered.

**SUPERVISORY RESPONSIBILITIES:**

This position helps to supervise the work of student employees for Seminary housing responsibilities.
QUALIFICATIONS:
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 ability required. The incumbent must be a motivated self-starter with an understanding of the requirements to successfully maintain apartment facilities.

EDUCATION and/or EXPERIENCE
The position requires a minimum 5 years experience in facilities/apartment maintenance and familiarity with building operating systems. Required: Electrical troubleshooting experience in both low and high voltage, experience in residential heating equipment diagnosis and repair, plumbing repair and maintenance, exterior building maintenance including roofing, siding, windows and doors, interior repair, including drywall repair, and painting. Preferred: A working knowledge of MIOSHA safety requirements for work carried out in all the above categories.

Proficiency with laptop and or desk top computer, proficient with Microsoft Office Suite, Gmail and Google drive and familiarity with CMMS or other work order system desired.

CERTIFICATES, LICENSES, REGISTRATIONS
Certified in residential AC diagnosis and repair desired.

PERSONAL INTEGRITY
This position requires a person of unquestioned personal integrity demonstrated by honesty in word and deed, supportive teamwork, and ability to keep sensitive matters confidential. Additionally, because Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, deeply rooted in the Reformed tradition, the person must be familiar with and respect the Christian Reformed Church in North America and her constituencies. A vibrant Christian faith and active church membership is essential.

COMMUNICATION SKILLS
The position entails positive interaction with students, employees, constituents and contractors. The position necessitates the ability to supervise and appraise the work of others; interpret and apply seminary policies, and constructively deal with conflict.

DECISION MAKING/JUDGMENT
The position requires the ability to solve problems and to deal with a variety of variables in situations where only limited standardization exists, regularly requires independent judgment in setting priorities and organizing work to accomplish results. Some of the responsibilities of this position are performed in accordance with existing procedures and instructions. Instructions may be furnished in written, oral, diagram, schedule or checklist form.

PHYSICAL DEMANDS/WORK ENVIRONMENT
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. The work in this position is performed within routine engineering conditions, and occasional exposure to hazardous or unpleasant conditions. The incumbent will be on call 24-hours each day. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Daily travel is required.
1. Able to lift 50-60 pounds regularly.
2. Using a keyboard to enter, retrieve or transform data and communicate.
3. Closely examining or inspecting materials or specimens or processes.
4. Responsible for maintenance and upkeep of Seminary owned vehicles that you drive.