



# CALVIN THEOLOGICAL SEMINARY

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

## **SUMMARY**

The person in this position will have responsibility for the repair and maintenance aspects of the Seminary building, parsonage and student housing. This is a part time position for a range of 10-20 hours per week, filling a weekly schedule with other part time facilities staff 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. Some maintenance of grounds for Seminary property and parking lots, including ensuring walks and entrances are clear of ice in winter, and leaves and debris in spring through fall.
5. Regular checking and observation of the parking lots, buildings, grounds, and common areas for security and maintenance needs, notifying campus security and the Facilities Manager as appropriate.
6. Responsible for assisting with maintenance and upkeep of Seminary owned vehicles.
7. On call 24/7 rotational responsibility for all Seminary facility emergencies as designated or scheduled by Facility Manager or Housing Manager.
8. Keep detailed daily maintenance log, mileage and work hours and receipts from purchases.
9. Help coordinate summer maintenance schedule, as well as train student workers to accomplish various tasks.
10. Other tasks, projects and responsibilities as necessary for the Facilities Department and Calvin Theological Seminary, with a heart to do whatever is needed.

## **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**

This position requires two or more years of experience in facilities/apartment maintenance or similar. Must be familiar with general building systems, electrical troubleshooting, heating diagnosis and repair, plumbing repair, carpentry, windows, and doors. Must be able to work in a safe manner and follow all safety guidelines and OSHA regulations. Familiarity with work order software, Gmail, and light computer work for time entry is helpful. Technology training will be provided.

## **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. A vibrant Christian faith and engagement in a local church are essential. 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.

## **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 conditions, and occasional exposure to hazardous or unpleasant conditions. The incumbent will be on call periodically. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Daily travel is required.

1. Able to lift 50-75 pounds regularly. Able to use appliance cart or move heavy appliances or furniture.
2. Using a keyboard to enter, retrieve or transform data and communicate.
3. Closely examining or inspecting materials or specimens or processes.
4. A valid Michigan driver license to operate Seminary-owned vehicles.