



# CALVIN THEOLOGICAL SEMINARY

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

## **SUMMARY**

The main purpose of this position is to assist with all repair and maintenance aspects of Calvin Seminary student housing and campus buildings to ensure a safe, comfortable, and pleasant campus environment for students, faculty, staff and visitors. Facilities operations include performing preventive maintenance of building systems, responding to service requests for general repairs, and improvements to the property. This is a part-time position of typically 16 hours per week, with opportunities for more hours during peak times and also some flexibility in scheduling in coordination with the Facilities team.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Perform day-to-day repairs at the Seminary building and apartments under the direction of the Facilities Manager or Housing Manager.
2. Perform routine or seasonal maintenance tasks at the Seminary building and apartments under the direction of the Facilities Manager or Housing Manager.
3. Perform preventative maintenance and upkeep.
4. Assist with some janitorial/custodial activities.
5. Assist with landscaping support around Seminary buildings, parking lots, and entrances.
6. Verify walks and entrances are clear of ice in winter, leaf and debris throughout the year.
7. Assist student workers in their designated tasks.
8. Occasional requests to respond to emergencies or situations outside of normal working hours designated by Facilities Manager or Housing Manager. There is not an official on-call schedule but a general willingness to help out when available in the event of an emergency is appreciated.
9. Ability to coordinate work schedules with Facility Manager, Housing Manager, and other co-workers.
10. Maintain shop supplies, parts, inventory, as well as Seminary tools, equipment and vehicles.
11. Ability and willingness to accomplish other tasks and projects as necessary.

## **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.

**EDUCATION and/or EXPERIENCE**

The position requires a minimum 3 years experience in facilities or apartment maintenance and familiarity with building operating systems. *Preferred experience:* Electrical troubleshooting in both low and high voltage, 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 as well as a working knowledge of MIOSHA safety requirements for work carried out in all the above categories. Training opportunities could be available to learn new skills.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Certifications in areas related to facilities maintenance are preferred, including residential AC diagnosis and repair. Must have a valid State of Michigan driver's license to drive Seminary owned vehicles.

**COMMUNICATION SKILLS**

The position entails positive interaction with students, faculty, staff, 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. Instructions may be furnished in written, oral, diagram, schedule or checklist form.

**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 participation are essential.

**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 facilities conditions, and occasional exposure to hazardous or unpleasant conditions. Work is done indoors and outdoors, and includes standing, walking, sitting, moving heavy objects, climbing ladders, and using machinery. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Daily local travel is required.
2. Able to lift 50-60 pounds regularly.
3. Using an iPad to access work order system.
4. Responsible for maintenance and upkeep of Seminary owned vehicle that you drive.