



CALVIN THEOLOGICAL SEMINARY

Job Title: Maintenance Technician
Department: Facilities
Reports to: Facilities Manager
Status: Full-time Non-exempt Benefit eligible

SUMMARY

The main purpose of this position is to perform repair and maintenance work across Calvin Seminary student housing, the President's parsonage, 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 full-time position of 40 hours per week with time divided among all Seminary-owned facilities, and the weekly work schedule coordinated with the Facilities Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform day-to-day repairs at the Seminary buildings, apartments, and President's parsonage under the direction of the Facilities Manager or Housing Manager, who coordinator priorities and scheduling together.
2. Perform routine or seasonal maintenance tasks at the Seminary buildings, apartments, and President's parsonage.
3. Perform preventative maintenance and upkeep throughout the year, following a seasonal schedule for building systems including heating and cooling, plumbing, appliances, and building exteriors.
4. Walk all buildings and grounds on a weekly basis to spot problems early: check common areas, mechanical rooms, and exteriors, handle small repairs on the spot, and log anything that needs follow-up.
5. Perform touch-up painting and small cosmetic repairs in all facilities as part of routine upkeep.
6. Manage the work order system day to day: triage incoming maintenance requests, schedule and complete the work, and close out work orders.
7. Perform apartment turnover work, including move-out inspections, unit repairs and preparation between residents, and helping supervise the seasonal student worker crew during the summer turnover period.
8. Assist with outside contractors and vendors when a repair is beyond in-house scope, and be on site for their work as needed.
9. Assist with some janitorial/custodial activities, including restocking cleaning items in appropriate buildings.
10. Assist with room setups for meetings and events as needed.
11. Assist with landscaping support around Seminary buildings, parking lots, and entrances.
12. Verify that walks and entrances are clear of ice in winter, leaf and debris throughout the year.
13. Participate in a scheduled on-call rotation for after-hours emergencies at student housing, the President's parsonage, and campus buildings. On-call frequency is typically infrequent.
14. Maintain shop supplies, parts, inventory, as well as Seminary tools and equipment.
15. Responsible for maintenance and upkeep of Seminary owned vehicles.
16. 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, including the seasonal summer work crew.

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 of three years of 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. EPA Section 608 certification is welcomed at hire and required before performing any work involving refrigerants. 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 resolve conflicts. A service-minded approach with residents and the wider campus community is essential.

DECISION MAKING/JUDGMENT

The position requires the ability to solve problems and handle 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 local 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 the work order system.