POSITION TITLE: Area Technician

JOB CLASS: Staff                  SUPERVISOR: AVP Facilities Management
CLASSIFICATION: Full Time        LOCATION: DeLand
SUPERVISORY: No                  DEPARTMENT: Facilities

POSITION OVERVIEW: Performs skilled tasks in the operation and in the diagnosis, maintenance, repair, renovation and installation of building systems, structures and equipment.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

Education: Minimum high school diploma or GED required. Two (2) years of vocational training in a skilled trade highly desired and preferred; Training courses directly related to building repair and maintenance; Functional literacy in computers; Valid Florida Driver’s License and an insurable driving record. Experience: Ten (10) years hands-on experience in the operation, maintenance, repair and renovation of buildings, building systems and related structures, including some exposure to heating, ventilation, air conditioning, refrigeration, and domestic hot water, electrical and plumbing systems, or Eight (8) years hands-on experience as outlined above and State certification in a technical trade area through completion of a vocational training program.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

• Effective oral and writing skills.
• Functional computer literacy.
• Practical application of recognized standards of good practice relevant to building repair, equipment repair and operation, and systems repair, not limited to heating, mechanical ventilation, refrigeration, air conditioning and domestic hot water systems, including electrical and plumbing, and related mechanical equipment such as controls, pumps, compressors, etc.
• Ability to read and interpret blueprints and drawings.
• Effective human relations with a proactive customer-oriented focus.
• Ability to be viewed by all campus constituencies as supportive.
• Available at all hours for emergency service, as well as ability to work overtime.
• Knowledge of applicable laws and regulations.
• Practical application of recognized standards of good practice relevant to matters of safety and security.
• Knowledgeable in basic practices employed in the building trades.
• Performs Preventive Maintenance tasks such as inspecting, checking operation, cleaning, lubrication, changing HVAC filters, and servicing equipment and building components or structures, such as windows, doors, roofs, stairs, furniture, ceilings, and flooring, consistent with contemporary standards of good practice.
• Responds to building complaints, remedies problems and keeps constituents informed in a timely manner.
POSITION TITLE: Area Technician

- Performs general building repairs including constructing, installing, replacing, renovating or repairing cabinets, furniture, interior walls, paneling, insulation, roofs, stairs, screens, doors, door hardware, windows and window framing, chalkboards, hand railings, decking, ceilings, flooring, plumbing leaks, clogged pipes, light fixture lamps and ballast, switches, electrical outlets, etc.
- Performs minor carpentry, masonry, glazing, drywall hanging, plastering, painting, and caulking.
- Repairs or assists in repairs to plumbing fixtures such as faucets, water closets, urinals, lavatories, showers, bathtubs, drinking fountains, circulation pumps, water heaters, valves and drain, sewer and water lines.
- Effectively plans and performs in a multi-task environment, and meets self or pre-imposed objectives and deadlines. Exercise the use of independent judgment.
- Maintains an effective working relationship, both inter and intra-departmentally.
- Participates on Quality Improvement Teams, as assigned.
- Prepares time and material estimates as required for facilities renewal, maintenance and renovations.
- Performs periodic inspections of work areas, buildings and related structures and assures steps are taken to maintain same in accordance with recognized standards of good practice.
- Responds to student and other group issues in a supportive, professional, timely and problem solving manner.
- Advises supervision on upgrading/replacement needs of systems and related components; and assists in the development of recommendations for their purchase.
- Assists in the oversight of outside vendors and contractors to assure their compliance with contractual obligations.
- Performs other duties or special assignments as assigned.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.