JOB DESCRIPTION

POSITION TITLE: Maintenance Technician I

JOB CLASS: Staff

SUPERVISOR: Supervisor of Building Maintenance

CLASSIFICATION: Full Time

LOCATION: DeLand

SUPERVISORY: DEPARTMENT: Facilities Management

POSITION OVERVIEW: Under the direct supervision of the Supervisor – Building Maintenance & Operations or designee performs skilled tasks in the operation and in the diagnosis, maintenance, repair, renovation and installation of building systems, structures and equipment with emphasis on painting both interior and exterior.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS: Minimum high school diploma or GED, vocational training in a skilled trade and a State Certified technical trade license highly desired and preferred; Training courses directly related to building repair and maintenance; Ability to operate a variety of hand tools with differing degrees of complexity; Valid Florida Driver’s License and an insurable driving record. Two (2) years hands-on experience in the operation, maintenance, repair and renovation of buildings, building systems and related structures or State certification in a technical trade area through completion of a vocational training program preferred. Knowledge of contemporary building maintenance and construction practices.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES: (NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position). Performs Preventive Maintenance tasks such as inspecting, checking operation, cleaning, lubrication, and servicing of building components or structures, such as windows, doors, stairs, furniture, ceilings, flooring, and bathroom plumbing fixtures, consistent with contemporary standards of good practice. Responds to building complaints, remedies problems and keeps constituents informed in a timely manner. Assists in repairs of interior walls, paneling, insulation, roofs, stairs, screens, doors, door hardware, windows and window framing, chalkboards, hand railings, decking, ceilings, flooring (ceramic, vct, rubber, wood parquet, carpet, vinyl sheeting), plumbing fixtures such as faucets, water closets, urinals, lavatories, showers, bathtubs, drinking fountains, water heaters, valves and drain, sewer and water lines, etc. Performs minor carpentry, masonry, glazing, drywall hanging, plastering, painting and caulking activities. 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. Responds to student and other groups issues in a supportive, professional, timely and problem solving manner. Advises supervision on upgrading/replacement needs of buildings and related
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structures; and assists in the development of recommendations for their purchase. Abides by and complies with University policies and procedures. Performs other duties or special assignments as assigned.

SKILLS AND CHARACTERISTICS: Effective oral and writing skills. Practical application of recognized standards of good practice relevant to building repair, safety and security. Ability to read. Effective human relations skills 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, and rotating shift work. Practical application of recognized standards of good practice relevant to matters of safety and security. Demonstrated knowledgeable in basic practices employed in the building trades.

WORKING CONDITIONS: Duties require the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 lb.) items and occasionally very heavy (100 lb. or over) items; Also involves frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools, shop equipment, multiple controls, and fine adjustments; Task requires both indoor and outdoor work, including frequent exposure to adverse environmental conditions; Perceptual demands for discrimination of color, sound, odor, form, and texture; Post-job offer medical exam will be required.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or a 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.