

Nazarene Theological Seminary

Position Description



Job Title: Maintenance Operative

Department: Maintenance

Reports to: Director of Physical Plant
and Business Operations

Classification: Part-Time; Non-Exempt
Pay Grade Level 7B

Hours/Week: 20 hours

Prepared by: Director of Physical Plant
Approved by: Dean for Administration

Date revised: February 4, 2015
Date approved: February 5, 2015

POSITION SUMMARY: Assist the Director of Physical Plant, as requested, in the care and upkeep of all buildings, properties, and facilities at NTS, providing maintenance, operations, security, and housekeeping services to all facilities, grounds, and utility systems.

ESSENTIAL FUNCTIONS:

- Performs preparatory work for maintenance activities, meetings, and events, including gathering, loading, unloading, and laying out equipment, materials and supplies for projects and events.
- Performs a variety of routine physical labor tasks depending upon area of assignment, including posting general notices, pulling weeds, picking up litter, raking leaves and debris, planting, snow removal, replacing light bulbs, emptying trash bins and performing minor custodial work.
- Performs cleanup at the end of the day or when the job is completed, including picking up tools, spills, and debris, cleaning work areas and performing touch-up work as needed.
- Opens and closes building for normal work hours or special events, provides information regarding facilities for users.
- Perform general lawn care and shrubbery maintenance, including operating mowing, pruning, hedging, digging, and other heavy equipment.
- May operate a vehicle for pickup and delivery duties.
- Performs other duties of a similar nature or level as assigned.

SUPERVISORY RESPONSIBILITIES: None

EDUCATION/EXPERIENCE REQUIREMENTS:

- High-school diploma or equivalent required, some college preferred
- Experience in carpentry, finishing carpentry, maintenance and/or repair preferred

If you wish to view our annual security report, you may do so by visiting
http://www.nts.edu/nts-resources/nts-organizational-documents/Annual_Security_Report_2013.pdf

- Knowledge of construction drawings, blueprints, sketches, diagrams and specifications preferred
- Drywall, ceiling installation, maintenance, and repair experience preferred

LICENSES, CERTIFICATIONS, etc: None

KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of building and facilities maintenance, safety, and security preferred
- Ability to maintain professional and composed demeanor under stress or when addressing unpleasant situations and/or persons
- Ability to work with as a team-member and to foster cooperative work environment
- Ability to follow written and auditory instructions

PHYSICAL DEMANDS:

- Physical Activities: Standing up to 8 hours a day, walking, sitting, bending, stretching, reaching, talking, crawling, stooping, kneeling, grasping, climbing; some driving of heavy equipment may be necessary
- Lifting Requirements: Ability to lift up to 50 lbs
- Vision Requirements: Close visual acuity

WORK ENVIRONMENT:

- Environmental conditions: Inside and outside environmental conditions in all kinds of weather
- Noise levels: Loud indoor, outdoor, and equipment noise