

Nazarene Theological Seminary

Position Description



Job Title: Maintenance Assistant

Department: Maintenance Department
Classification: Part-Time, Non-Exempt

Reports to: Director of Physical Plant
Hours/Week: 25

Prepared by: Human Resources
Approved by: Dean of Administration

Date revised: December 2, 2015
Date approved: December 3, 2015

POSITION SUMMARY: Assists the Director of Physical plant by maintaining systems and equipment, completing preventive maintenance schedules, restoring, repairing, rebuilding, or replacing faulty or inoperative components and parts, and coordinating the completion of facilities help-desk tickets and projects as assigned.

ESSENTIAL FUNCTIONS:

- Assists the Director of Physical plant in the maintenance operational standards by contributing maintenance information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems.
- Evaluates functionality and reliability of facility systems and associated equipment by conferring with operating departments and identifying problems and requirements.
- Implements pre-established and prescribed preventive maintenance program; operates and tests systems and equipment, restoring, repairing, rebuilding, or replacing faulty or inoperative components and parts.
- Maintains safe and healthy work environment by following established standards and procedures; complying with legal codes and regulations.
- Updates job knowledge by participating in educational opportunities; reading technical publications.
- Assists the Director of Physical Plant in developing plans and specifications for various projects and requisitioning materials and equipment.
- Assists the Director of Physical Plant in the planning and construction of all major renovations and repairs of existing facilities.
- Under the supervision of the Director of Physical Plant, coordinates or oversees the completion of specific and defined projects, tasks, and activities, including managing personal workflow and coordinating the workflow of Maintenance staff for such purposes.

SUPERVISORY RESPONSIBILITIES: Coordinates and oversees the completion of specific maintenance projects, tasks, and activities under the direction of the Director of Physical Plant.

EDUCATION/EXPERIENCE REQUIREMENTS:

- Associate's degree or equivalent experience required, Bachelor's degree preferred.
- 1 year experience in carpentry, finishing carpentry, maintenance and repair.

LICENSES, CERTIFICATIONS, etc: None.

KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of fire safety, life safety, electrical codes and OSHA/TOSHA standards as they relate to the construction and maintenance fields preferred.
- Should have knowledge of building and facilities maintenance, safety and security issues.
- Basic knowledge of construction drawings, blueprints, sketches, diagrams, and specifications.
- Basic skills in drywall, ceiling installation, maintenance and repair.
- Ability to work as a team member and foster a cooperative work environment.
- Ability to communicate clearly in both oral and written formats.
- Ability to problem-solve.
- Must be enthusiastic, a team worker, and able to follow written and oral instructions.

7. PHYSICAL DEMANDS:

- Physical Activities: Walking, standing, sitting, crouching, reaching, stretching, crawling, stooping, kneeling, grasping, climbing.
- Lifting Requirements: Ability to lift up to 40 pounds
- Vision Requirements: Normal visual acuity

8. WORK ENVIRONMENT:

- Environmental conditions: Inside and outside environmental conditions
- Noise levels: Loud