

EMPLOYMENT OPPORTUNITY

Open until filled

Date: 4/28/14 Anticipated Start Date: ASAP

Job Title: General Maintenance

Reports To: Director of Campus Support

Job Description:

To work alongside the team of maintenance personnel as they seek to maintain safe, efficient, and pleasant facilities on the University's campus.

Principal Responsibilities:

Campus Maintenance

Objective: To operate as part of the maintenance team in fulfilling maintenance and minor construction projects by being projectent, in all phases of the construction field, with a good working knowledge of general maintenance and repair.

Responsibilities:

- Consistently maintain a professional, courteous attitude when dealing with campus residents, co-workers, and the general public.
- Perform preventative and general maintenance on interior and exterior surfaces of buildings to include minor roof repairs, minor construction, remodel, to also include minor equipment repairs, etc.
- Perform general maintenance work and build and install small cabinetry, projector screens install, etc.
- Maintenance tasks involving minor remodel, sheetrock repair/install (all phases) texturing etc.
- Maintain records of work, time, and materials used, location, and effectiveness of work performed.
- · Complete assigned Work Orders and P.M. job orders in a timely manner
- Submit all completed purchase orders at the end of every day to the Ex .Director.
- Operate power equipment (ex. fork lift, boom lift, scissor lift) as needed, maintaining required certifications
- Must use all types of common hand and electrical tools and observe safety regulations and procedures in the use of heavy-duty shop machines, and extension ladders.
- Perform corrective maintenance; unplugging toilets, sinks/drains, plumbing and other related repairs.
- Assist tradesmen as necessary in HVAC, plumbing, lighting, pumps, wall repairs, window replacement, etc.
- Follow Campus Support Services policies and procedures in tool control, and use all tools in a safe manner.
- Follow University regulations and policies
- May at times be working with student workers that will assist you in your work assignment
- Make contacts with outside vendors to set up services needed.
- Meet with Assistant Director of Housing to discuss maintenance questions and concerns.
- Submit timesheet for approval at CSS office, then original to Payroll, by date due.
- Subject to assignment from one craft to another as needed
- · Perform other duties as assigned.

Shop and Work Places

Objective: To maintain safety and order in all maintenance work areas.

Responsibilities:

- Enforce college regulations and Policies.
- Insure all Hazard Assessments are performed in all related areas within the maintenance area through

the direction of the CSS Policies and Procedures.

- Maintain MSDS requirements in the Maintenance Department
- Maintain Inventory of parts/equipment/supplies for Maintenance Department, follow Campus Support Services Policies and Procedures in tool control, and use all tools in a safe manner.
- Determine needs of the department and prepare budgetary recommendations, turning into General Maintenance Lead for approval on annual basis when requested.
- Ensure that all shops and working areas are clean of all unnecessary clutter, for a safe working environment.

Student Crew Oversight - Semester/Summer

Objective: Provide for safe use of equipment, efficient use of student labor.

Responsibilities:

- Interview along with the Director of Campus Support, in hiring student workers.
- Ensure completion of all required safety training prior to any student employee beginning employment.
- Follow all safety compliance requirements to perform job.
- Perform necessary oversight for student maintenance crew.
- Complete performance evaluations for students under your supervision at the end of each semester.
- Review student worker timesheets at the end of each time period to ensure accuracy, deliver to Payroll.
- Inspect work of student crews to ensure completion on schedule and correct procedures used.
- Maintain accurate attendance and work hours for all crew members.
- Manage vacation schedule for student crews to ensure enough personnel at all times.
- Provide direction and insight for daily, weekly, monthly activities.

Emergency Evacuation Duties and Responsibilities

Objective: To serve in the event of disaster or emergency.

Responsibilities:

- Report to the Ex. Director / Chief of Security
- · Assist and perform assigned functions during an emergency/disaster

Miscellaneous Responsibilities

Objective: Serve in whatever capacity is necessary to serve the departments needs.

Responsibilities:

- Possible overtime and on-call coverage as required by Director of Campus Support
- May serve as the Shift Maintenance Technician alone or with other General Maintenance staff.
- Maintain assigned workroom and work areas in a clean and orderly condition
- Attend all safety meetings/tool box talks, as well as additional training as required by Director of Campus Support

Note: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees to this job.

Job-specific Requirements:

- High school graduation or equivalency
- Current Oregon/Washington drivers license
- · Able to communicate orally and in writing in English
- Knowledge of basic shop math
- At least 3 years of applicable experience in a maintenance trade or equivalent vocational training
- Working knowledge and the ability to use Windows XP and Outlook computer programs, as well as Computerized Maintenance Management Software and Scheduling Programs
- Ability to interpret floor plans, maps, with special specifications for event set-up's
- Knowledge of the materials, methods, techniques, and equipment commonly used in facilities and maintenance activities.
- Must be able to perform heavy manual labor associated with assigned maintenance tasks which may include lifting objects weighing 40 pounds or more.
- Ability to stand and walk 76-100% of the time, reach, bend, stoop, squat, kneel, crouch, pull 51-75%, climb, balance, crawl and push 0-25% of the time
- Must possess the ability to work cooperatively with all supervisors and co-workers

- Maintain a generally positive attitude
- A capacity and willingness to be trained in other fields

General Requirements:

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian college and seminary, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah University contain the following statements relating to required personal qualities:

- The employee will have received Jesus Christ as his/her personal Savior. John. 1:12
- The employee will be in basic agreement with the institution's doctrinal statement.
- The employee will believe that the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- The employee will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- The employee will be a regular participant in a local, evangelical church.

Full Time (40 hours) with Medical and Dental benefit options starting the first day of the month following the first 30 days of employment.

To Apply: Application must be made to the DIRECTOR OF HUMAN RESOURCES. For full consideration complete an employment application (available online at www.multnomah.edu) and attach to a cover letter and resume. Please include the name, title and phone number of three references. Applicant must be willing to sign Multnomah's doctrinal and value statements. An interview may be arranged after your file is complete.

After submitting your application if you have questions regarding this position please contact Eric Linman, elinman@multnomah.edu.