

## **Westminster College POSITION VACANCY**

### **General Maintenance Technician**

The ideal candidate for this role should possess the skill set to repair and maintain all building systems under the direction of the Assistant Director of Facilities Operations. Including and not limited to: carpentry, cabinetry, closet systems, flooring, doors, windows, screens, window coverings, drywall, plaster, painting, masonry, plumbing, electrical, HVAC, appliances, safety devices, and fixtures; ability to troubleshoot and resolve/repair problems within all above listed maintenance trades.

This position requires the incumbents to develop a working knowledge of the Physical Plant work order system, and have the willingness to learn and follow the Colleges safety policies and procedures.

#### **Required Skills**

- Basic Plumbing. Able to troubleshoot and resolve clogs of sanitary systems. Can remove and replace basic plumbing fixtures.
- Basic Carpentry. Knowledge and experience in rough framing, finish carpentry, flooring installation door and window installation and trim.
- Basic Electrical - Change light bulbs and florescent tubes. Assist in the repair, maintenance and installation of electrical equipment & fixtures.
- Basic HVAC. Knowledge in changing filters. Assist in the repair, maintenance and installation of HVAC equipment.
- Knowledge of surface preparation and professional applications of oil and latex based paints. Repair, replacement, preparation and finishing of drywall.
- Conducts field checks of buildings to identify and analyze corrective and preventive maintenance modifications.
- Accompany and guide vendors to and around campus as needed to perform scheduled or annual service or survey inspections for the College.
- Procure items using College standard purchasing practices. Leverage technology to do the same.
- Customer service skills.
- Additional duties as assigned.

#### **Physical Requirements**

#### **Monday-Friday 7:00 AM - 3:30 PM On-call (cell phone) 24 hrs./day for emergencies**

(Qualified candidates must be able to meet minimum requirements and perform the primary functions of the position with or without reasonable accommodation.)

Ability to lift up to 50 lbs.

- Ability to climb to at least the height of 40 feet
- Stooping, walking, standing, crouching in very confined areas daily.
- Climbing ladders, scaffolds, platforms at various heights and levels daily.

### **Minimum Qualifications**

- High School diploma and least 5 years of significant experience in building and plant maintenance involving a variety of work such as electrical, plumbing, mechanical and carpentry with at least 2 years of experience of residential/commercial electrical and/or HVAC work.
- Possess general knowledge of computer systems and components
- Possess a valid driver's license & operational cell phone
- Must own tools and vehicle that will be utilized for intra-campus use, parts pickup, etc.
- Must demonstrate ability to work with minimal supervision
- Must be organized and manage time effectively
- Effectively read, write, and follow verbal and written instructions
- Ability to collaborate in diverse teams to foster productive outcomes
- Provide background clearances under Act 153

### **Preferred Qualifications**

- Ten (10) years of significant experience in building and plant maintenance involving a variety of work such as electrical, plumbing, mechanical and carpentry with at least 4 years of experience of commercial/industrial electrical and/or HVAC work.
- Be able to use a variety of electrical and mechanical test equipment

Qualified applicants should send a cover letter and resume, along with the names and contact information for three job related references by no later than **August 15** by email to [januszjr@westminster.edu](mailto:januszjr@westminster.edu) or by regular mail to:

Director of Facility Operations  
Westminster College  
319 S. Market Street  
New Wilmington, PA 16172

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.