

Memphis Theological Seminary
JOB DESCRIPTION

Job Title/Position: Facilities Technician

Date: May 18, 2017

Department: Facilities and Safety

Supervisor's Title: Director of Facilities

This position is evaluated annually by: Director of Facilities

Contact Info: Send resume' and cover letter to:
Greg Spencer, MTS, 168 East Parkway S. Memphis, TN 38104
or gspencer@memphisseminary.edu

Purpose of the Position/Job Summary: The purpose of the position is to be responsible for the daily maintenance and preventative maintenance of plumbing, electrical, heating and air conditioning systems. Responsible for the repair and replacement of various building components including painting and carpentry. Responds to work request in a timely manner. On call after hours for emergencies or special events. The ability to perform systems diagnostics and relay technical information to the Director of Facilities. The ability to perform building maintenance independently or with limited instruction. The ability to prioritize work load. Perform landscape maintenance. Perform janitorial duties as needed.

Impact of the position: The impact of the Facilities Technician is critical to efficiently maintain the buildings and grounds of the Seminary.

Key Responsibilities: List the key functions and the estimated percentage of time spent performing each function.

1. HVAC and Electrical diagnostics, preventative maintenance and repairs.
2. Performs basic carpentry, painting, and plumbing repairs.
3. Perform maintenance and preventative maintenance to the campus buildings and grounds.
4. Maintains and makes ready rental units.
5. Maintain the grounds of all seminary property.
6. Move equipment, office furniture and appliances. The ability to lift 75lbs.
7. Performs setup for events.
8. Assist staff and faculty in daily activities such as office relocation.
9. Janitorial duties as assigned.
10. Other duties as assigned.

Specific Knowledge and Skills required of the position: The ability to communicate effectively using proper English in spoken and written forms. The ability to understand and respond to instruction in English. Mechanical skills working with a variety of building components. The ability to use industry standard testing equipment in diagnostics of building systems. The ability to use a variety of hand, power tools, and measurement instruments. The ability to work with a diverse community and to communicate in a professional manner. Basic computer skills.

Relevant Education/Training/Licenses/Certifications required for the position: High School Diploma or the equivalent. Experience with maintaining building systems and components. HVAC Certification a plus.

Page Two- Job description (for job classification purposes)

Job Title/Position: Lead Facilities Technician

Date: 05/18/2017

Department: Facilities and Safety

Supervisor's Title: Director of Facilities

Required Problem Solving Skills: The ability to perform basic plumbing, electrical and HVAC mechanical skills. The ability to perform basic mechanical systems diagnostics. The ability to identify work safety, health and physical hazards and effectively communicate to the Director of Facilities and Safety.

Common problems solved by the employee:

- Working within time restraints in setup for events. Common problems in building repair.
- The ability to perform daily inspections and identify needs of the Campus.

Unusual or complex problems solved by the employee:

- Working and repair buildings in inclement weather. Working in confined space. Exposure to elements including dust and noise.

Problems/situations that are referred to this employee's supervisor:

- Refers disciplinary issues.
- Identifies and recommends the need for outside contractors to the Director of Facilities and Safety.

8. **Supervision responsibilities:** Check the statement that best reflects the independent authority of this position.

___ Independently selects subordinates OR participates in the interviews and recommends who should be hired;

___ Independently determines subordinates' performance ratings OR recommends performance ratings;

___ Independently decides within budgetary limitations the amount of subordinate merit increases, whom will be selected for promotional opportunities, and whether to request the reclassification of a position, OR recommends these actions;

___ Has independent authority to issue written warnings and suspensions and determines what discipline should be imposed upon a subordinate OR recommends such actions;

___ Has independent authority to resolve grievances or complaints OR formulates and recommends a resolution to grievances or complaints.

9. **List job titles of positions supervised by the employee in this position:** *NONE*

10. **Work with the employee currently serving in this position to complete this job classification form** before submitting it to the President's Office for consideration by the Executive Leadership Team.