



Position: Facilities Maintenance Technician I

Location: Gettysburg Campus

Purpose Provide general repair and maintenance services for Seminary buildings and equipment

Reports to Asst Director of Operations

Travel Less than 10%

Major Responsibilities

- Perform general maintenance and repairs as directed by the facilities maintenance management team
- Prioritize specific jobs to be done as directed by the Director of Facilities Maintenance and other team members
- Provide feedback on a consistent basis regarding work completed, work outstanding, and situations that may require additional attention
- When work has been assigned to outside contractors, assist other team members in providing the contractors with needed equipment and access to campus facilities
- Communicate with other team members and the campus community as appropriate in person, by phone, or by email or text
- Be on call for after-hours and weekend emergency situations on a rotating basis with other team members
- Support the Seminary's educational mission by interacting with other members of the campus community and our visitors in a professional and cordial manner
- Assist other staff as needed with room setup (tables, chairs, podiums, etc.) for scheduled events
- Assist as needed with other duties as assigned

Qualifications

- Minimum 2 years experience in general maintenance including carpentry, plumbing, and/or electrical; experience with HVAC helpful, but not required
- Ability to organize and prioritize work and follow up as needed
- Professional verbal and written communications skills



- Experience working in an institutional setting (school, university, hospital, etc.) is desirable but not required

Physical Demands:

Sits, stands, bends, kneels, will climb, has good sense of balance to work on heights. Some lifting of medium and/or heavy equipment and tools.

Working Conditions:

There will be some exposure to hazards or risks. There will be exposure to weather condition extremes, heat and cold. Additional work hours, including weekends, are at times necessary to maintain a clean and safe facility.