



**WILLIAM JESSUP**  
UNIVERSITY

**JOB TITLE:** Maintenance Technician II  
**DEPARTMENT:** Facilities Department  
**SUPERVISOR:** Maintenance Supervisor or Facilities Director

### **MAJOR PURPOSE:**

The Maintenance Technician II is mid-level maintenance position in the Facilities Department with duties of: executing work orders, oversight of maintenance team, event set-up and tear down, day portering, and general facilities maintenance.

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### **ESSENTIAL FUNCTIONS**

1. Must consistently model servant/leadership within the facilities department.
2. Must set a high standard of customer care through timely execution of responsibilities.
3. Must consistently demonstrate safe use of hand and power tools
4. Must operate fork-lift, scissor-lift, and motor vehicles safely.
5. Must consistently and effectively work with web-based "Work Order" software.
6. Must be proficient in the performance of repairs on: drywall, stucco, roofing, cement, paint, casework, and able to learn other technical skills needed within the Maintenance Department.
7. Must be able to demonstrate a commitment to completing time critical tasks with a positive attitude.

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### **QUALIFICATIONS**

#### **EDUCATION/CERTIFICATIONS:**

- High School Diploma or GED;
- 2-4 years of work experience or journeyman level experience in facilities or related field: i.e. carpentry, plumbing, electrical, painting, HVAC, Refrigeration, etc.
- Must be Fork-truck, Scissor-lift; First-aid, CPR, and Blood-borne Pathogen certified within 3 months of the date of hire.

#### **SKILLS/ABILITIES:**

- Must demonstrate an understanding of critical systems: fire, electrical, HVAC, and plumbing.
- Must demonstrate an understanding of departmental operations: work order process; fire/life safety protocols; routine custodial processes; academic schedules and resident life needs; events set-up and tear-down processes.
- Must be able to demonstrate competence in basic wiring, plumbing, and construction methods.
- Must be computer literate.
- Must have availability to work rotating on call schedule.

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### **WORKING ENVIRONMENT:**

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support, without reservations, the William Jessup University doctrinal statement of personal Christian faith.

**WORKING CONDITIONS:**

The employee is regularly in a shop environment with adequate light, moderate noise levels and ventilation; however this job may require the employee to work in potentially hazardous areas such as enclosed spaces, roof tops, heights above 6'; and be exposed to outdoor elements of wind, rain, and extreme summer heat.

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**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle tools, equipment, and furnishings; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

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Employee Signature

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Date