



Position Title: Maintenance Technician
Reports To: Facilities Manager
Department: Administrative Services
Classification: Full-time, Salary Exempt, 12-months, Benefits Eligible

POSITION OVERVIEW

The Maintenance Technician will be responsible for keeping the facility operating properly and repairing any problems before they have a chance to worsen. The Maintenance Technician will be required to perform a wide range of repair tasks around the facility at the direction of the Facilities Manager.

DUTIES AND RESPONSIBILITIES

- Performing routine maintenance on the premises such as fixing structural damage
- Repairing broken or leaking plumbing to prevent water damage and restore full use of water fixtures
- Repairing damaged electrical wiring when a shortage or severed wire occurs
- Maintaining the building HVAC equipment in order to keep climate control in the facility functioning properly
- Applying preventative measures to the building to reduce the risk of future problems
- Fixing potential safety hazards to avoid injuries

MINIMUM QUALIFICATIONS

- High school education or equivalent
- 5-7 years of working experience in facilities maintenance
- Basic understanding of electrical, plumbing, and carpentry

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work with minimal supervision
- Must demonstrate strong communication and interpersonal skills; customer service oriented
- Must be organized, detail oriented, self-motivated, and able to multi-task

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 75 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter and Resume/ unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Phone Calls Please