

Construction Mechanic

This position is: OPEN

Job Number: 839 Posted: 5/30/2023 Revised: Location: St. Davids -- Posting Type: Staff

Position Summary

Reporting to the Director of Plant Operations, the Construction Mechanic performs all manners of construction and general repair and maintenance in response to work orders and other emerging needs in a timely and cost effective manner.

Repairs building items including windows, blinds, wood trim, doors, door frames, walls, furniture, etc. This position is classified as essential personnel under the university policy and is subject to department policies regarding essential personnel. Performs essential duties related to facilities work as identified by management during inclement weather, emergency situations, or as campus needs dictate. Must be computer literate. A current valid driver's license is required. Responsible for upkeep of assigned vehicle. Personal hand tools required. High school diploma or GED.

Responsibilities

Position Responsibilities

1. Performs construction projects and other related work involving framing, stud construction, drywall hanging, finishing, hanging mirrors, artwork, pictures, and the like as assigned.
2. Designs and performs creative construction for specialty projects and small renovation projects.
3. Responsible for basic outdoor construction projects.
4. Assists in small equipment repairs.
5. Assists moving various objects, furniture, and equipment.
6. Ability to operate hand and power tools as well as climb ladder and use an aerial lift safely.
7. Accepts responsibilities as "Essential Personnel".
8. Prioritizes work orders and organizes tasks efficiently.
9. Contributes to and cultivates a customer service oriented environment within Plant Operations and is able to establish good working relationships with co-workers, university staff, and contractor personnel.
10. Must be self-motivated and be able to work without supervision.
11. All other duties as assigned.
12. Embodies values of caring and compassion, justice and integrity, competence and affirmation.
13. Seeks to treat each member of the campus community with fairness, dignity, and respect seeking a spirit of unity and harmony as we join together to achieve our common mission.
14. Address work requests of a broad variety as assigned (general maintenance, basic plumbing, minor carpentry, painting, basic troubleshooting, etc.)
15. Completes preventive (P.M.) and general maintenance tasks as assigned and/or scheduled.
16. As assigned, maintains university vehicle and position related tools and equipment.
17. Maintains work areas in the field and shop in an orderly, clean manner, maintaining a safe work area.
18. Maintains an accurate record of time for payroll and, if needed, cost distribution.

19. Possesses and provides basic, position-related, personal hand tools.

Essential Personnel Functions/Requirements include but are not limited to:

1. Be available for on-call duties for after hours and weekends as scheduled.
2. Duties may include activities inclement weather safety responsibilities, including the removal of snow, ice and/or branches, and other responsibilities as necessary due to inclement weather.
3. May be required to work during campus closures.
4. Performs other related maintenance, facilities and operation duties/work as required, assigned, and/or requested.
5. Must be available for inclement weather events including snow removal and three to four or more occurrences of mandatory Saturday overtime per year.

ADA Requirements: Ability to:

1. Frequently move, transport, lift push/pull and maneuver up to 75 lbs.
2. Frequently walk, stoop, kneel, climb, crawl, crouch and bend.
3. Frequently be able to reach and work overhead.
4. Fine hand manipulation.
5. Performs duties in tight confines.
7. Detect and locate leaks and differentiate between common odors related to trades (natural gas, heating oil, refrigerants, etc.).
6. Visually detect and discern the needed materials to perform work as described above.
7. Respond to and initiate verbal communications.
8. Diagnose by careful listening.

Status: Staff, Full Time, non-exempt, 12-months per year, 40 hours/week, Monday to Friday 7:30am to 4pm. Overtime and on-call status are required as requested by the Director of Plant Operations or Executive Director of Facilities and Campus Services.

Qualifications

Required Knowledge, Skills and Abilities

1. Working knowledge of construction and remodeling in a commercial environment is required with direct skills and experience exhibited in a majority of the following areas: Primary: Carpentry (rough and finish), masonry (painting and finishing), plastering and drywall finishing, roofing, summer project coordination, special event coordination (Commencement and Homecoming). Additional skills that would be beneficial: Plumbing (installation and service), tiling (ceramic, wet bed, and thin coat), electric (rough wiring, lighting repairs and installation).
2. Current certification such as Universal Technician and/or other certifications preferred but not required.
3. Ability to establish good working relationships with other co-workers, university staff, and contractor personnel.
4. The successful candidate must be self-motivated and capable of working unsupervised.
5. High school graduate or equivalent.
6. Valid PA driver's license. This is a continual requirement for employment.

7. Ability to establish and maintain good working relationships with other co-workers, maintenance, technical, university staff, and contractor personnel.
8. Strong written, oral, organizational and basic computer skills.
9. Detail oriented with ability to manage work requests and projects.
10. Ability to work without direct supervision.
11. Able to operate hand and power tools as well as climb ladders and use a 32-foot aerial lift safely.

About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

- 1) Affidavit;
- 2) FBI Criminal Record Check;
- 3) Pennsylvania Department of Human Services Child Abuse History Clearance and;
- 4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

Description Disclaimer

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.