

General Maintenance Mechanic

This position is: OPEN

Job Number: 836 Posted: 5/10/23 Revised: Location: St. Davids -- Posting Type: Staff

Position Summary

Reporting to the Director of Plant Operations, the General Maintenance Mechanic completes a scheduled preventative maintenance program, troubleshoots, maintains and makes general repairs on mechanical, HVAC, and plumbing equipment.

Ability to perform minor plumbing repairs, replace light bulbs, replace air filters in HVAC units, and troubleshooting of basic HVAC, plumbing, and electrical problems. Must have the ability to lift and move materials and tools and operate power tools in a safe and proper manner. Position is considered Essential Personnel. Must be computer literate. A current valid driver's license is required. Personal hand tools required. High school diploma or GED is required.

Responsibilities

Position Responsibilities

1. Addresses work requests of a broad variety as assigned (general maintenance, plumbing, basic HVAC, minor carpentry, painting, basic troubleshooting, etc.)
2. Troubleshoots problems with pumps, fans, HVAC equipment, plumbing fixtures and related equipment and completes basic repairs as necessary or documents issues and findings.
3. Completes preventive (P.M.) and general maintenance tasks as assigned and/or scheduled. Opens and closes all work orders in the CMMS (Computerized Maintenance Management System).
4. Participates in the "on-call" rotation as scheduled (after hours and weekends).
5. Accepts responsibilities as Essential Personnel including but not limited to:
 - a. Be available for duty for inclement weather safety responsibilities (snow, ice, heavy rain, high winds, etc.) including removal of snow, ice, branches and debris from roads, paths, walkways, buildings, parking lots, etc.; the treatment of roads, walkways, stairs and lots with salt, ice-melt, and/or anti-skid and related tasks. Most duties will be done utilizing vehicles and equipment but some tasks will require manual, physical hard work.
 - b. Work during campus closures.

- c. Be available for non-weather related occurrences of weekend work.
 - d. Other duties as assigned.
6. Embodies values of caring and compassion, justice and integrity, competence and affirmation, and "Faith, Reason, and Justice." 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.

ADA Requirements: Ability To

- a. Ability to move, transport, lift, push/pull and maneuver up to 75 lbs.
- b. Ability to walk, stoop, kneel, climb, crawl, crouch, and bend
- c. Ability to be able to reach and work overhead
- d. Fine hand manipulation
- e. Performs duties in tight confines
- f. Detect and locate leaks and differentiate between common odors related to trades (natural-gas, heating-oil, refrigerants, etc.)
- g. Visually detect and discern the needed materials to perform work as described above
- h. Respond to and initiate verbal communications
- i. Diagnose by careful listening

Qualifications

Computer Literacy with Niagara/American Auto Matrix – Energy Management Systems preferred but not required. Current certification such as Universal Technician and/or other HVAC certifications preferred but not required. Ability to establish good working relationships with other technical and maintenance personnel. The successful candidate must be self-motivated and capable of working unsupervised. A valid PA driver's license is required.

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.