

Mechanic - Plumber

This position is: OPEN

Job Number: 840 Posted: 5/19/2023 Revised: Location: St. Davids -- Posting Type: Staff

Position Summary

Reporting to the Director of Plant Operations, the Maintenance Mechanic performs a variety of electrical, mechanical, heating, ventilation, air conditioning, refrigeration, plumbing, carpentry, general maintenance and preventive maintenance including all facets of maintenance and new construction duties.

As a "Maintenance Mechanic – Plumber", this person is expected to take a primary role and responsibility in tasks that involve Plumbing work either as part of a team or on an individual basis. This person 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.

Responsibilities

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1. Assumes a leadership role in the maintenance, troubleshooting, repairing, monitoring, and installing of plumbing equipment and systems as well as installation and coordination of work utilizing outside contractors and vendors.
2. Executes the maintenance, troubleshooting and repair work on, and evaluation of all equipment and systems as assigned including electrical, plumbing; mechanical, and heating, ventilation, air conditioning equipment.
3. 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. Embodies values of caring and compassion, justice and dignity; competence and affirmation.
4. Monitors, repairs and troubleshoots boilers, pumps, drains, energy management system, sprinkler systems, and water distribution system, sanitary sewer system, etc.
5. Monitors and troubleshoots air handlers, package HVAC units, cooling towers and basic HVAC equipment.
6. Installs plumbing equipment for new construction, renovation, repair and remodeling projects.
7. Organizes, schedules and completes work requests as assigned in a timely manner.
8. Responsible for Preventive Maintenance (PM) work on all equipment, taking a primary role on PM tasks for plumbing systems and equipment including responsibilities for testing, and maintaining backflow preventers, sprinkler systems, boiler, and related equipment including proper recording and maintenance of all required documentation.
9. As assigned, maintains university vehicle and position related tools and equipment. Maintains work areas in the field and in the shop in an orderly and clean manner, maintaining a safe work area. Performs tasks in a safe manner, attending safety training programs and courses as directed.
10. Is required to be available for and accept "on-call" coverage within a rotating schedule.

11. Works with other lead mechanics and Director of Plant Operations to itemize, estimate and prepare material requests for jobs and projects as requested.
12. Maintains professional growth and development by attending educational, technical and training programs, seminars and courses through self-identification of these opportunities as well as with direction from the Director of Plant Operations.
13. Maintains an accurate record of time for payroll and, if needed, cost distribution.
14. Initiates new work orders for additional work or tasks as observed and identified in the field either as part of routine inspection tours or through observation while completing work orders.
15. Maintains condensate collection pans insuring proper drainage and treatment.
16. Leads and participates proactively in energy conservation initiatives.
17. 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 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 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.
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.

Qualifications

Required Knowledge, Skills and Abilities

1. High school graduate or equivalent.
2. Basic trade knowledge in electrical; plumbing; mechanical; and heating ventilation, air conditioning and refrigeration is required.
3. Five or more years of total experience in mechanical trades is required with two or more years plumbing experience. Experience as a lead mechanic or a clear indication of the ability to perform duties as a mechanical craftsman is desired. Two or more years of experience as a plumber.
4. Vocational, trade or technical school training is beneficial.

5. Experience in leading a mechanical project or a mechanical maintenance team is beneficial.
6. Valid PA driver's license. This is a continual requirement for employment.
7. Ability to establish and maintain good working relationships with other 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.