

# BAPTIST BIBLE COLLEGE

## Job Opening Form

Division/Department	Physical Plant Services		
Location	Campus Facilities		
Job Title	Maintenance Mechanic (3 positions)		
Reports to	Jeffrey Wohlfert	Title	Facility Engineer

Type of position:	Hours: 20/week
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
<input checked="" type="checkbox"/> Student <input type="checkbox"/> Non-student <input type="checkbox"/> Either	

### GENERAL DESCRIPTION

- Perform mechanical work required for installation and maintenance of equipment, systems and facilities
- Respond to service calls/tenant requests for support or assistance when needed. Requests can include, but are not limited to HVAC, plumbing, lighting, general carpentry and painting duties
- Conduct general housekeeping to mechanical/electrical rooms including sweeping, mopping and painting
- Respond immediately to emergency situations and customer concerns

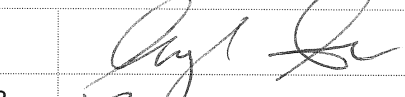
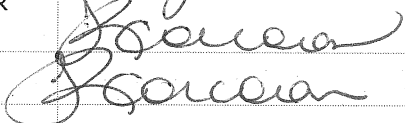

### WORK REQUIREMENTS

- Participate in the on-call rotation. This requires the employee to be available and respond to after-hours emergencies during his or her appointed time in the on-call rotation.
- Stand and/or walk for extended periods of time and distance
- Sit for periods of time as required
- Climb stairs and ladders
- Lift and/or move up to 100 pounds for distances up to 100 feet
- Work in all weather conditions (sometimes below freezing or above 100 degrees)

### EDUCATION/EXPERIENCE REQUIREMENTS

- Verifiable maintenance experience or Journeyman certificate in a mechanical skill trade
- Have or ability to obtain a valid driver's license
- Have insurable driving history

### SIGNATURES:

HR MANAGER REVIEW		DATE	4/18/11
ADMINISTRATOR APPROVAL		Title/DATE	CFO 4.18.11
CFO APPROVAL		DATE	4.18.11
DATE POSTED	April 18, 2011	POSTING CLOSED DATE	April 25, 2011