



Physical Plant Technician - FT

Glenside, PA (<http://maps.google.com/maps?q=2960+Church+Rd+Glenside+PA+19038>) • Facilities



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Job Type

Full-time

Description

Responsible for performing building and grounds maintenance, ensuring timely and appropriate readiness of the same, and supporting campus functions, while interacting with staff, students, faculty, contractors, vendors, and visitors. Responsible for providing maintenance and repair of facility and grounds components and systems, to include but not limited to HVAC, electrical, carpentry, plumbing, painting, custodial, vehicle, and landscaping. Responsible for campus event support.

Duties and Responsibilities

1. Physical Plant work order system request fulfillment: Execute campus-wide facility needs as assigned.
2. Grounds maintenance: Snow removal, mowing, gardening, and seasonal grounds maintenance.
3. Supply procurement: Place and pick up orders and supplies.
4. Assist in maintaining short- and long-term project lists and timelines and building maintenance schedules.
5. Safety regulations and policy observance
6. Periodic inspection, maintenance, and repairs of facilities
7. Other responsibilities as required by supervisor

This position is full-time (40 hrs/wk) and non-exempt. Normal daily hours are 7:00 AM-3:30 PM, inclusive of a half-hour lunch. Shifting of hours and evening and weekend hours for special projects, events, or emergency situations are occasionally required.

Requirements

Skills

- Good communication skills, particularly oral and listening
- Good interpersonal skills, including customer service

- Project management skills
- Intermediate technological skills
- Basic financial awareness
- Basic administrative skills

Qualifications

- High school diploma or equivalent
- Some college or trade school helpful
- Minimum of three years' experience in building maintenance or related trades; electrical, HVAC, plumbing, and construction work experience preferred
- Work experience in educational institution preferred
- Valid driver's license
- Post-job offer: Physician's statement on the candidate's ability to perform the job (1) with or without reasonable accommodation and (2) without posing a direct threat to the health or safety of the candidate or others.

Attributes

- Maintain a positive, can-do approach to work
- Works well with minimal supervision; equally comfortable in a group environment
- Follows instruction well
- Anticipates problems and undertakes solutions without prompting
- Provides continuous attention to quality detail and results
- A sense of humor
- Creative thinker
- A willingness to serve
- Winsome Christian witness to outside contractors, vendors, and officials
- An apprehension of the gospel at work personally and a commitment to its power and hope in the workplace

Working conditions

This position is physically demanding. The incumbent must (be able to or may) spend the entire time at work standing, walking, and lifting heavy objects (up to 70 lbs) and must have generally good stamina and fitness for a variety of conditions. Both indoor and outdoor work are required.

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