



POSITION POSTING

September 1, 2017

POSITION TITLE:	Buildings and Grounds Technician
DIVISION:	Fiscal Affairs
DEPARTMENT:	Facilities

OCCUPATIONAL SUMMARY

Reporting to the Director of Facilities, the Buildings & Grounds Technician is responsible for maintaining an attractive, sanitary and safe facility for students, faculty, staff and the public; performing maintenance and environmental cleanliness functions for the University's physical facilities and grounds in support of the University's mission; the integration of the physical facility with the academic programs of the University and special events; and minimizing liability exposure. This position does not supervise others.

ESSENTIAL JOB FUNCTIONS

1. Performs assigned environmental cleanliness tasks, including, but not limited to, vacuuming, washing, mopping, waxing, and polishing of all indoor and outdoor equipment, furnishings, and structures (e.g. classrooms, offices, restrooms, multipurpose rooms) for the purpose of maintaining a sanitary, safe and attractive environment.
2. Conducts all work within the institution's procedures including upholding safety standards when using cleaning supplies and electrical equipment, door lock, time and attendance, meeting deadlines, and schedules.
3. Attends in-service training for the purpose of receiving information on new and/or improved procedures as required (e.g. cleaning solvents, floor care, first aid, maintenance training, blood-borne pathogens, etc.).
4. Performs routine buildings and grounds maintenance, repair, and inspections for the purpose of ensuring the facilities are suitable for safe operations and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc., as assigned.
5. Advises supervisor promptly of any safety concerns and/or violations or irregularities that may present safety hazards and areas of the facilities that require additional maintenance.
6. Arranges furnishings and equipment for the purpose of providing adequate preparations for classes, meetings, and special events.
7. Prepares maintenance and inventory reports for the purpose of maintaining supplies and equipment for ensuring the availability of items required to properly maintain the facilities (e.g. cleaning solutions, paper products, vacuum, mops, etc.).
8. Flexible in working with others in a variety of circumstances (e.g. operating equipment, defined processes, problem solving, team projects, changing work priorities, etc.).
9. Required to be welcoming, helpful, and accountable by providing excellent customer service to internal and external stakeholders in the performance of assigned duties.
10. Adheres to institution's safety and emergency preparedness plans during performance of assigned duties.
11. Operates effectively within established budgetary guidelines.
12. Represents institution at functions upon request.
13. Serves on administrative committees as assigned.
14. Performs other duties as required.

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MINIMUM REQUIREMENTS

1. High school diploma or equivalent required.
2. Related work experience, skills, knowledge and abilities.
 - a. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used for industrial maintenance including electrical cleaning equipment, common tools, etc. and adhering to safety practices.
 - b. Specific knowledge is required to satisfactorily perform the functions of the job include: methods of industrial cleaning; preserving floors, walls, fixtures, cleaning materials, safety practices and procedures.
 - c. Specific ability required to satisfactorily perform the functions of the job include: adapting to changing work priorities; community with diverse groups; display exceptional interpersonal and customer service skills; meet deadlines and schedules; work as a team member and independently; work with constant interruptions; use impeccable judgment and integrity; and manage confidential information.
 - d. Basic working knowledge and some working experience with the following: electrical, plumbing, painting, landscaping and HVAC.
 - e. Must be available for on-site and off-site training. This training will be provided by internal and external entities as scheduled by the University. Wages will be commensurate on successful completion of training.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The usual and customary methods of performing the job's functions require the following physical demands:
 - a. Significant lifting/ and moving up to 50 lbs. or more.
 - b. Able to be on your feet during an entire shift; walking, bending, stooping, twisting, reaching, pulling, pushing, kneeling, crouching on a repetitive basis, some climbing and balancing working at elevated heights.
2. Interior and exterior work required in varying temperatures and damp, dusty and soiled areas.

The intent of this position description is to provide a representative level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

APPLICATION PROCESS

This position is full-time, salaried, with a competitive compensation and benefits package commensurate with qualifications and experience.

Interested persons may apply by submitting a letter of application, resume/CV, and contact information for three (3) references to:

Martin University
Office of Human Resources
2186 N Sherman Dr
Indianapolis, IN 46218
Facsimile: (317) 917-3393
Email: hresources@martin.edu

This position is open until filled.

No calls please.