



Marshall B. KETCHUM UNIVERSITY

Facilities Technician

JOB SUMMARY

The Facilities Technician provides quality maintenance and operational support to all persons and departments of the University and is expected to provide a service approach to maintenance and operations with the timeliest response consistent with staffing, workload, and quality. The Facilities Technician views each person and department as a valued customer, and is committed to providing the best service possible. Must be professional in appearance, conduct, and attitude. This position reports to the Facilities Supervisor or the Director of Campus Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Act as a primary contact for building issues (climate control, odors, smoke, spills, damage, emergencies, and repairs)
- Coordinate, monitor, and work closely with outside contractors or vendors to ensure work is completed according to MBKU standards and specifications
- May act as a project coordinator for projects including large scale repair and new facility construction projects
- Monitor and replace light bulbs as needed; as well as perform any other light/minor electrical repairs
- Perform minor plumbing repairs as necessary
- Coordinate and assist with departmental and employee moves
- Monitor grounds maintenance and request additional services as necessary
- Hang pictures, shelving, signs, and other items as needed
- Dismantle and install furniture; make adjustments to desks, chairs, shelves, lockers, and file cabinets as needed
- Move and relocate furniture as required
- Transport goods and/or equipment as assigned
- Inspect and clean roofs of debris and report potential issues; coordinate roofers for repairs as necessary
- Perform minor locking systems repairs on doors, file cabinets, lockers, and other fixtures as necessary
- Monitor and report HVAC issues as appropriate
- Act as primary laborer for events set-ups and tear downs, including load/deliver chairs and tables where needed
- Monitor inventory levels of supplies, parts, and equipment, and replenish as necessary
- Check and repair/report vehicle maintenance issues and arrange for repairs as necessary
- Respond to public inquiries in a courteous manner, provide accurate information, and resolve complaints in an efficient and timely manner
- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, parking lots, and other work areas as needed
- Operate variety of machinery/equipment, i.e. hand/power tools, blowers, mowers, saws, buffers, etc.
- Check fire alarm systems and coordinate repairs as necessary
- Respond to fire, security, water, building and other facilities emergencies in a calm, collected manner
- Additional work as required or requested by the Supervisor or Director

QUALIFICATION REQUIREMENTS

The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Method and principles of general building maintenance
- Principles of carpentry, plumbing, painting, electrical work, and HVAC systems
- Principles and practices of contract administration
- Principles of project management and coordination

Skills/Abilities to:

- Utilize MS Office for daily/routine work (must know Word, Excel, and Outlook at minimum)
- Communicate clearly and concisely in writing and speaking using English; including spelling, grammar/punctuation usage. Candidate must be able to understand and follow written and oral directions in English; Spanish is a plus
- Use basic math skills
- Schedule preventative maintenance services
- Operate a variety of hand and power tools/equipment in a safe and effective manner
- Work with other departments to ensure job duties are carried out in a safe and timely manner
- Read and interpret blue prints and plans
- Monitor and evaluate the work of contractors
- Establish and maintain professional working relationships with faculty, staff, students, and the general public
- Work in a team environment with good interpersonal skills as well as technical skills
- Prioritize work and work requests to maximize job efficiency and flow
- Work under pressure of deadlines in a fast paced environment
- Operate a motor vehicle and be in possession of a valid driver's license
- Work overtime, including nights and weekends, and willingness to be accessible during off hours in case of an emergency

EDUCATION AND/OR EXPERIENCE

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

- High school diploma or GED
- At least two years related job experience in a maintenance or facilities environment

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stoop, reach, kneel, crouch, and stand; use hands to touch, handle, or feel objects, tools, or controls; reach with hands and arms

- Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus
- Must be able to access all areas of the facilities, including towers, roofs, and crawl spaces
- Occasionally lift and/or move up to 50 pounds
- Work with a variety of maintenance tools or controls

ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and will award a Doctor of Pharmacy (PharmD) degree. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

BENEFITS

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus.

HOW TO APPLY

Interested candidates, please send a cover letter along with your resume to Humanresources@ketchum.edu. Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.